

**Fradley and Streethay Parish Council**  
**Freedom of Information Policy in relation to the Publication Scheme**

**Introduction:**

Under the Freedom of Information Act, Fradley and Streethay Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether or not a charge is made for such information

The purpose of the Fradley and Streethay Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Fradley and Streethay Parish Council, to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from Fradley and Streethay Parish Council by individual request, under the Freedom of Information Act and the Data Protection Act, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

**Fradley and Streethay Parish Council**

**Clerk: Mrs Clare Orme**

**Address: Fradley and Streethay Parish Council, Market Suite Office, Wellington Crescent, Fradley Park, Lichfield. WS13 8RZ**

**Tel: 01543 444 233**

**Email: [clerk@fandspc.org](mailto:clerk@fandspc.org)**

**Obtaining Information**

Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at [www.fradleyandstreethayparishcouncil.gov.uk](http://www.fradleyandstreethayparishcouncil.gov.uk) where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme below and can be viewed by appointment with the Fradley and Streethay Parish Council Clerk.

## **Information not contained within the scheme and exemptions**

Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Fradley and Streethay Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption, the Clerk to Fradley and Streethay Parish Council will tell the applicant in writing why Fradley and Streethay Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Fradley and Streethay Parish Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI requests. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk)

## **Charges**

Fradley and Streethay Parish Council Fees and Charges are stated at the end of our Publications Scheme

Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Fradley and Streethay Parish Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

## **Management of the Fradley and Streethay Parish Council Publication Scheme**

Fradley and Streethay Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

## **Review of the Freedom of Information Policy and Publication Scheme**

An annual review of this Policy will be completed in April/May each year.

## Information available from Fradley and Streethay Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost per photocopy
<b>Class1 - Who we are and what we do</b>		
Cllr Simon Roberts (Chair) Cllr Alan Cope (Chair) Cllr Darren Peck (Councillor) Cllr Caroline Dale (Councillor) Cllr Harry Warburton (Councillor) Cllr Stan whitehead (Councillor) <a href="#">1 Vacancy for the Streethay Ward as at 19.09.2019</a> <a href="#">1Vacancy for the Fradley Ward as at 19.09.2019</a>	Via the Parish Council Website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>	
<b>Class 1 - Committees and Working Groups</b>		
Planning Committee Human Resources Committee Finance Committee Communication Working Group Sports and Open Space Working Group	Terms of Reference are available via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
<b>Class 1 - Contact Details for the Parish Council Clerk/RFO – Main Office</b>	Clare Orme Fradley and Streethay Parish Council Marketing Suite Office, Wellington Crescent, Fradley Park, Lichfield. WS13 8RZ Tel: 01543 444233 Email: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	

<b>Class 1 – Contact Details for the Assistant Clerk – Main Office</b>	Wendy Hollinshead Fradley and Streethay Parish Council Marketing Suite Office, Wellington Crescent, Fradley Park, Lichfield. WS13 8RZ Tel: 01543 444233 Email: <a href="mailto:admin@fandspc.org">admin@fandspc.org</a>	
<b>Class 1 - Staffing Structure</b>  Full time Clerk/RFO Part time Assistant Clerk	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
<b>Class 2 – What we spend and how we spend it</b> Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial Audit	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Annual return form and report by auditor	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Finalised budget	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Precept	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below

Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Grants given and received	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
List of current contracts awarded and value of contract	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Not applicable	
Neighbourhood Plan	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Annual Report to Parish or Community Meeting (current and previous years)	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Quality status –	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> Decision making process and records of decisions Current and previous Council year as a minimum.	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>	As per Schedule of Charges below

<p>Fradley and Streethay Parish Council make decisions at our monthly Parish Council Meetings.</p> <p>Monthly agendas are published on the Parish Council Notice Boards around the village and on the Parish Council Website.</p> <p>All current and past agendas and minutes are published on our website.</p>	<p>Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	
<p>Timetable of meetings</p>	<p>Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>  Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	<p>As per Schedule of Charges below</p>
<p>Agendas of meetings</p>	<p>Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>  Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	<p>As per Schedule of Charges below</p>
<p>Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.</p>	<p>Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>  Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	<p>As per Schedule of Charges below</p>
<p>Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.</p>	<p>Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>  Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	<p>As per Schedule of Charges below</p>
<p>Responses to consultation papers</p>	<p>Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a>  Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a></p>	<p>As per Schedule of Charges below</p>

Responses to planning applications	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and Working Group Terms of Reference Delegated authority in respect of officers – Standing Orders Code of Conduct Financial Regulations Complaints Policy	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Policies and procedures for the provision of services and about the employment of staff: Equality Opportunity Policy Health and safety policy Recruitment and Selection policies Information schedule Social Media Policy Privacy Notice Accessibility Statement Data Protection Policy Whistleblowing Policy Lone Working Policy Councillor & Staff Training Policy	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below

Protocol on Councillor/Officer Relationship Policy		
Information security policy	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Records management policies (records retention, destruction and archive)	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Data protection policies	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Schedule of charges (for the publication of information)	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Acceptance of Office	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Assets Register	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish)	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges



councils)		below
Register of members' interests	Via the Parish Council website: <a href="http://www.fradleyandstreethayparishcouncil.gov.uk">www.fradleyandstreethayparishcouncil.gov.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Register of gifts and hospitality	No Gifts Received	
<b>Class 7 – The services we offer</b> Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Parish Rooms	Not applicable	
Parks, playing fields and recreational facilities	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Seating, litter bins, clocks, memorials and lighting	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below
A summary of services for which the council is entitled to recover a fee, together	Hard Copy on request to the Parish	As per Schedule

with those fees (e.g. burial fees)	Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	of Charges below
<b>Class 8 - Additional Information</b>		
Risk Assessments	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@fandspc.org">clerk@fandspc.org</a>	As per Schedule of Charges below

### Contact Details:

Clare Orme (Clerk/RFO to Fradley and Streethay Parish Council), Marketing Suite Office, Wellington Crescent, Fradley Park, Lichfield, WS13 8RZ  
**Tel:** 01543 444233 **Email:** [clerk@fandspc.org](mailto:clerk@fandspc.org)

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Reviewed: 08.10.2019

Next Review: April/May 2020