



## Carn Brea Parish Council

# Freedom of Information Act Policy for Handling Requests for Information and Publication Scheme

## **Freedom of Information**

The Parish Council adopted the Model Publication Scheme with effect from 1st June 2013.

The Freedom of Information Act 2000 provides public access to information held by public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland and by UK-wide public authorities based in Scotland.

This scheme will enable members of the public to view and access information held by the Parish Council.

## **Obtaining Information and Information held**

There are three ways to obtain the information:

### **Parish Council web site**

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

### **Inspect Documents held by the Clerk**

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are 9am – 12noon Monday – Friday.

### **Individual Written Request**

If the information is not included in the publication scheme or on the web site, you may send a written request to:-

The Parish Clerk  
Andrew Moyle-Browning  
Carn Brea Parish Council  
Treloweth Community Hall  
Moorfield Road  
Pool  
Carn Brea  
Redruth  
Cornwall  
TR15 3QB

Tel.no: 01209 313014

Email: [clerk@carnbreatparishcouncil.gov.uk](mailto:clerk@carnbreatparishcouncil.gov.uk)

Your request must include your name, address for correspondence, and a description of the information you require.

## Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information.
- advise you if a fee will be charged.
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

## Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated employee costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate, then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge up to 42p per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

## **Exemptions**

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

## **Further Help**

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

## **Complaints**

If you are dissatisfied with the response from the Council, then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 01625 545700

Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

Information available under the Carn Brea Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website <a href="http://www.carnbreaparishcouncil.gov.uk">www.carnbreaparishcouncil.gov.uk</a></p>	<p>Free</p>
Who's who on the Council and its Committees	<p>Hard Copy Website</p>	<p>42p per sheet Free</p>
Contact details for Parish Clerk and Council Members	<p>Hard Copy Website</p>	<p>40p per sheet Free</p>
Location of main Council office and accessibility details	<p>Hard Copy Website</p>	<p>40p per sheet Free</p>
Staffing Structure	<p>Hard Copy Website</p>	<p>40p per sheet Free</p>
<p><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)</p>		
Annual return form and report by auditor	<p>Hard Copy</p>	<p>42p per sheet</p>
Finalised budget	<p>Hard Copy</p>	<p>40p per sheet</p>
Precept	<p>Hard Copy</p>	<p>40p per sheet</p>
Borrowing Approval Letter	<p>No information held</p>	
Financial Standing Orders and Regulations	<p>Hard Copy Website</p>	<p>40p per sheet Free</p>
Grants given and received	<p>Hard Copy Website</p>	<p>40p per sheet Free</p>
List of current contracts awarded and value of contract	<p>Hard Copy</p>	<p>40p per sheet</p>
Members' allowances and expenses	<p>Hard Copy</p>	<p>40p per sheet</p>

Review/Approval Date:

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audit, inspections and reviews)		
Parish Budget Action Plan (current and previous year as a minimum)	Hard Copy Website	40p per sheet Free
Annual Report to Parish - Delivered throughout parish	Hard Copy Website	<del>42p per sheet</del> Free
Quality Status	No information held	
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	40p per sheet Free
<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council, Committee/sub-committee meetings and Parish meetings)	Hard Copy Website	40p per sheet Free
Agendas of meetings	Hard Copy Website	40p per sheet Free
Minutes of meetings (Note: this will exclude information that is properly regarded as private to the meeting).	Hard Copy Website	40p per sheet Free
Reports presented to Council meetings (Note: this will exclude information that is properly regarded as private to the meeting)	Hard Copy	40p per sheet
Responses to consultation papers	Hard Copy	40p per sheet
Responses to planning applications (available on the minutes of the Planning Committee)	Hard Copy Website	40p per sheet Website
Bye-laws	Hard Copy	40p per sheet

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<b>Class 5 – Our policies and procedure</b> (Current written protocols, policies and procedure for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of Council business:</b>  Standing Orders Financial Regulations Committee and sub-committee terms of reference Scheme of Delegations (to include delegated authority in respect of officers) Code of Conduct Policy statements	Hard Copy Website	42p per sheet Free
<b>Policies and procedure for the provision of services and about the employment of staff:</b>  Internal policies relating to the delivery of services Equal Opportunities, Inclusion and Diversity Policy Health and Safety Policy Policies and procedures for handling requests for information Recruitment policy (including current vacancies) Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard Copy Website	40p per sheet Free
Information security	Hard Copy	40p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy Website	40p per sheet Free
Data protection polices	Hard Copy Website	40p per sheet Free
Schedule of charges (for the publication of information)	At the end of this document	

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection by prior request	
Asset Register	Available for inspection by prior request	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish council)	N/A	
Register of Members' Interest	Cornwall Council Website Available for inspection by prior request	
Register of gifts and hospitality	Available for inspection by prior request	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business) Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy	40p per sheet
Parks, playing fields and recreational facilities	Hard Copy	40p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	40p per sheet
Bus Shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy	40p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	40p per sheet

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<b>Additional Information</b> (This will provide Councils with the opportunity to public information that is not itemised in the list above)		
Newsletter	Website Delivered throughout parish	Free Free

### 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
Disbursement cost	Photocopying @ 40p per sheet (black & white)	Actual cost * £0.0024 Paper £0.018 Manpower £0.38 per min
Disbursement cost	Photocopying @ 42p per sheet (Colour)	Actual cost *£0.024 Paper £0.018 Manpower £0.38 per min
Disbursement cost	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

\*The actual cost incurred by the public authority

### Contact Details

The person designated with responsibility for this scheme on behalf of Carn Brea Parish Council is the Parish Clerk, Mr Andrew Moyle-Browning, Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB.  
Tel.no: 01209 313014 Email: [clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk)

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**Freedom of Information Act Policy for Handling Requests for Information and Publication Scheme Amendment Record:**

This policy was adopted on 9<sup>th</sup> May 2019 and previous versions of this policy will be kept for 6 years.

Review date:	Reviewed by:	Minute Number:	Amendments:	Additions:
13/5/2021	Full Council	21/05/AM/19	Tracking changes did not begin until 2025.	
12/05/2022	Full Council	22/AGM/16		
04/05/2023	Full Council	23/05/AM/17		
09/05/2024	Full Council	24/05/AM/17		
15/05/2025	Full Council	25/05/AM/21	Pg 3 (change 'staff' to 'employee') Pg 3 (change 10p to 42p)	
21/05/2026	Full Council	17	Pg 6 (Class 3) Pg 7 (Class 5)	

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