



**FREEDOM OF INFORMATION
POLICY
AND
THE MODEL PUBLICATION
SCHEME**

Maltby Town Council (MTC) has a commitment to openness and transparency and has always been conscious of making relevant information available wherever possible to individuals who request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

1. The Freedom of Information Act 2000

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as Parish Councils

2. The Revised Model Publication Scheme

MTC adopted the revised model publication scheme issued by the Information Commissioners Office. (You can access a copy of the model scheme at the bottom of the document).

3. Website

A significant amount of the information for MTC including financial payments can be accessed on MTC's website - www.maltbytowncouncil.co.uk

4. Requesting Information

Individuals or organisations may make a written request for information which they believe MTC holds. To request information under the provisions of the Act, and to help MTC in identifying the precise information you require please email clerk@maltbytowncouncil.co.uk or write to the Town Clerk at Maltby Town Council, Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham, S66 7NQ.

As required by the Act, the following will need to be included with the request:

- Name of person requesting the information
- Postal Address or email of the person requesting the information
- A clear description of the information being requested
- A preference of how the information is to be communicated e.g. hard copy, electronic or the opportunity to inspect a record containing the information.

MTC will try to provide the information in the preferred media as far as is reasonably practical, or will notify the person requesting the information if MTC cannot do so.

5. Responding to Requests

MTC will inform the person requesting the information in writing if MTC hold the information requested and if so, will provide the information no later than 20 working days after receipt of the request.

6. Information Exempt from the Act

The Freedom of Information Act does identify a number of categories of information which MTC is not required to disclose under the Act. In this case, MTC will write to the person requesting the information, stating the exemption which provides the basis for refusal within Act. MTC will communicate this within 20 working days.

7. Charges

There is no 'flat rate' fee to receive information under the Freedom of Information Act and in many cases MTC will provide the information free of charge. However, if the information requested is not readily available in the media in which it is requested, MTC may charge a fee based on the costs associated with providing the information e.g. photocopying and postage.

8. Refusal of Requests

The Freedom of Information Act does permit MTC to refuse a request if MTC estimate that it will cost MTC in excess of the appropriate limit of 18hrs work.

9. Freedom of Information Fees Notice

If a fee is required for disbursements or because of the appropriate cost limit, MTC will write advising of the fee required within 20 working days of receipt of the request. This is known as a 'Fees Notice'. When a Fees Notice has been issued, the 20 working day limit for responding stops and will start again when MTC receive payment. If MTC do not receive the fee within three months MTC are not obliged to comply with the request.

10. Complaints

If persons requesting information are dissatisfied with the way MTC has responded to a request for information, please write to the Town Clerk, Maltby Town Council, Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham, S66 7NQ

The Information Commissioners Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to the Information Commissioners Officer, Whycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF.

Information available from Maltby Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>		
Who's who on the Council and its Committees	Hard Copy	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy	Free
Location of main Council office and accessibility details	Hard Copy	Free
Staffing structure	Hard Copy	Free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy	Free
Finalised budget	Hard Copy	Free
Precept	Hard Copy	Free
Borrowing Approval letter	Hard Copy	Free
Financial Standing Orders and Regulations	Hard Copy	Free

Grants given and received	Hard Copy	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	Hard Copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy	Free
Agendas of meetings (as above)	Hard Copy	Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy	Free
Information security policy	Hard Copy	Free
Records management policies (records retention, destruction and archive)	Hard Copy	Free
Data protection policies	Hard Copy	Free
Schedule of charges)for the publication of information)	Hard Copy	Free
Class 6 – Lists and Registers		
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)	Hard Copy	Free
Assets Register	Hard Copy	Free

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy	Free
Register of members' interests	Hard Copy	Free
Register of gifts and hospitality	Hard Copy	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		Charge
Allotments	Hard Copy	Free
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Hard Copy	Free
Parks, playing fields and recreational facilities	Hard Copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Bus shelters	N/A	N/A
Markets	Hard Copy	Free
Public conveniences	Hard Copy	Free
Agency agreements	Hard Copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Maltby Town Council
The Edward Dunn Memorial Hall
Tickhill Rd, Maltby, Rotherham S66 7NQ

Telephone: (01709) 814060
E-mail: clerk@maltbytowncouncil.co.uk

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	Nil	Nil
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority