



**Freedom of Information Act Guidance**  
**Adopted 05/06/23**

The Parish Council has adopted the 'Freedom of Information Act 2009 – Parish Council Model Scheme'.

Any person wishing to access information, which has been declared by the Council for publication, should contact the Clerk:

**Clerk:** Mr David Hunter-Miller

**Address:** 35 Benbow Close, Malvern Wells, Worcestershire, WR14 4JJ

**Tel:** 07513 122918

**Email:** [clerk@lqhworcs-parish.org.uk](mailto:clerk@lqhworcs-parish.org.uk)

**Website:** <https://lqhworcs-parish.org.uk>

A schedule of charges is available below.

<b>Information to be published</b>	<b>Information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy/Email/Website	See cost schedule
Who's who on the Council and its Committees	As above	See cost schedule
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) *	As above	See cost schedule
Location of main Council office and accessibility details	By prior appointment with the Clerk.	
Staffing structure	One member of Staff who is the Clerk and Responsible Finance Officer	

<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) Current and previous financial year as a minimum	All can be inspected by prior arrangement with the Clerk Hard copy/Email/Website Some notices displayed on Notice Boards	See cost schedule
Annual return form and report by auditor	As above	See cost schedule
Finalised budget	As above	See cost schedule
Precept	Hard copy only	See cost schedule
Borrowing Approval letter	As above	
Standing Orders and Financial Regulations	Hard copy/Email/Website	See cost schedule
Grants given and received	Hard copy	See cost schedule
List of current contracts awarded and value of contract	Hard copy/Email/Website	See cost schedule
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Council minutes Hard copy/Email/ Website	See cost schedule
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/Website/Email	See cost schedule
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Council minutes Hard copy/Email/ Website	See cost schedule
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Board Hard copy/Email/Website	See cost schedule
Agendas of meetings (as above)	As above	See cost schedule
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	See cost schedule
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy/Email/Website	See cost schedule
Responses to consultation papers	Hard copy/Email/Website	See cost schedule
Responses to planning applications	Relevant minutes Malvern Hills District Council website	See cost schedule
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and	Council minutes Hard copy/Email/Website	See cost schedule

responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/Email/Website See Standing Orders Hard copy/Email/Website Hard copy	See cost schedule
Policies and procedures for the provision of services and about the employment of staff: 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)	Advertisement Contact the Clerk Hard copy/Email/Website	See cost schedule
Records management policies (records retention, destruction and archive)	Hard copy/Email/Website Advice from County records	See cost schedule
Data protection policies	Hard copy/Email/Website	See cost schedule
Schedule of charges for the publication of information)	See cost schedule 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)	If applicable in hard copy format	
Assets Register	Hard copy/Email/Website	See cost schedule
Register of members' interests	Malvern Hills District Council	
Register of gifts and hospitality	If applicable hard copy	See cost schedule
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments		
<del>Burial grounds and closed churchyards</del>		
Parks, playing fields and recreational facilities	Hard copy/Email/Website	See cost schedule
Seating, litter bins, clocks, memorials and lighting	Hard copy/Email/Website	See cost schedule

Community centres and village halls	Hard copy/Email/Website	See cost schedule
Bus shelter	Hard copy/Email/Website	See cost schedule
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
n/a		

### **Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Costs incurred
	Photocopying @ 15p per sheet (colour)	Costs incurred
<b>Postage and Packing</b>	£1.00 per 100g/letter (larger documents may be more)	Costs incurred
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Email/Website	FOC

**Note:** Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

### **Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

### **Changes to this policy**

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.