



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

1. Purpose

This policy outlines the Town Council's approach to handling requests for information under the Freedom of Information Act 2000 (FOIA). It provides transparency in how the council operates, ensuring that individuals and organisations can access information held by the council, subject to exemptions.

2. Scope

The policy applies to all information held by the Town Council, including records, documents, emails, and other forms of communication, whether in physical or electronic form. It covers any request for information made under the Freedom of Information Act 2000.

3. Making a Request

Requests for information can be made:

- In writing (by email or letter)
- Electronically (via email or the website)

Requests should include:

- The requester's name and contact details
- A description of the information being requested
- The format in which the requester would prefer to receive the information (e.g., paper, email)

4. Timeframe for Response

The council will aim to respond to all FOI requests within 20 working days from the date the request is received. If the council needs more time to process the request or if an exemption applies, the requester will be informed.

5. Exemptions

Certain information may be exempt from disclosure under the Freedom of Information Act. These exemptions include, but are not limited to:

- Personal data (under the Data Protection Act 2018)
- Information held for law enforcement purposes
- Commercially sensitive information
- Information that could harm national security

If an exemption applies, the council will explain why the information cannot be provided.

6. Charges for Information

In most cases, information will be provided free of charge. However, the council may charge for the time spent locating and preparing the information or for copying costs. If a charge applies, the requester will be informed in advance.

7. Refusal of Request

In certain circumstances, the council may refuse to provide the requested information.

Common reasons for refusal include:

- The request is too broad or vague
- The information is already publicly available
- The request falls under one of the exemptions

If a request is refused, the council will provide a clear explanation and, where possible, offer guidance on how to refine the request.

8. Review and Appeal

If a requester is dissatisfied with the council's response or decision, they may ask for an internal review. The review will consider whether the response complied with the law and

whether the correct exemptions were applied. If the requester is still dissatisfied after the review, they may appeal to the Information Commissioner's Office (ICO).

9. Publication Scheme

In line with the Freedom of Information Act, the council maintains a Publication Scheme that provides information about the types of information the council routinely publishes, such as:

- Minutes and agendas for council meetings
- Annual accounts and financial reports
- Policies and procedures
- Contact details for councillors and staff

The Publication Scheme can be found below and accessed on the Town Council website.

10. Monitoring and Review

This policy will be reviewed every 2 years to ensure compliance with the Freedom of Information Act 2000 and any changes in legislation.

Information available from North Tawton Town Council under the Freedom of Information Act model publication scheme:

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost (for hardcopy)
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(Hardcopy and or website)	
List of Council Members and their responsibilities as well a list of Council Committees	Hard copy and website	5p per sheet
Details of any representation on local public bodies	Hard copy and website	5p per sheet
Postal and email address	Hard copy and website	5p per sheet
Contact details for Town Clerk and Council Members	Hard copy and website	5p per sheet
Where possible, these include named contacts including contact phone numbers and email addresses	Hard copy and website	5p per sheet
Location of main Council office and accessibility details	Hard copy and website	5p per sheet
Staffing structure	Hard copy and website	5p per sheet
Class 2 – What we spend and how we spend it	(hard copy and or website)	

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website	5p per sheet
Finalised budget	Hard copy and website	5p per sheet
Precept	Hard copy and website	5p per sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100 (all payments are listed on the website)	Hard copy and website	5p per sheet
Financial Standing Orders and Regulations	Hard copy and website	5p per sheet
Grants given Grants received	Hard copy and website Hard copy and website	5p per sheet
List of current contracts awarded and value of contract	Hard copy and website	5p per sheet
Members' allowances and expenses (Expenses only, allowances are not provided)	Hard copy and website	5p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy and website	5p per sheet
Parish Plan (Transparency information)	Hard copy and website	5p per sheet
Annual Report to Parish Meeting	Hard copy and website	5p per sheet
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	Hard copy and website	5p per sheet

Assessment, Equality Impact Assessments etc), as appropriate and relevant	(some information may be available by hard copy only)	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and website	5p per sheet
Agendas of meetings (as above)	Hard copy and website	5p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	5p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	5p per sheet
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications	Hard copy and website	5p per sheet
Bye-laws	Hard copy and website	5p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy and website Hard copy Hard copy and website Hard copy and website Hard copy and website (some information may be available by hard copy only)	5p per sheet 5p per sheet 5p per sheet 5p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Hard copy	5p per sheet

<ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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 and website Hard copy and website Hard copy and website</p> <p>Hard copy and website</p> <p>Hard copy and website</p>	<p>5p per sheet 5p per sheet 5p per sheet</p> <p>5p per sheet</p> <p>5p per sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard copy and website (some information may be available by hard copy only)</p>	<p>5p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy and website (some information may only be available by inspection)</p>	<p>5p per sheet</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard copy</p>	<p>5p per sheet</p>
<p>Register of members' interests</p>	<p>Hard copy and website</p>	<p>5p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>5p per sheet</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Burial grounds and closed churchyards</p>	<p>Hard copy and website</p>	<p>5p per sheet</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy and website</p>	<p>5p per sheet</p>

Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per sheet
Bus shelters	Not held	5p per sheet
Public conveniences	Hard copy and website	5p per sheet
Agency agreements	Hard copy	5p per sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy and website	5p per sheet
Additional Information		
Information not itemised in the lists above		

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 @ 5p per sheet (black & white)	Actual cost of copying
	Photocopying @ 10p per sheet (colour)	Actual cost of copying
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Requests for large amount of information may incur an additional charge of 5p per sheet	Time element of the copying

* the actual cost incurred