Information Commissioner's Office

Information available from Normanton on Soar Parish 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' or 'not applicable' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website or Hard Copy via the Clerk (See contact details below	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Location of Parish Clerk/Office	Normanton on Soar Parish Council c/o 171 Weston Road	

	Aston on Trent Derby DE72 2BA	
Staffing structure	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Finalised budget	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Precept	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Borrowing Approval letter	By Email or Hard copy via the Clerk	Email – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.

All items of expenditure above £100	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Financial Standing Orders and Regulations	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Grants given and received	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
List of current contracts awarded and value of contract	Email or Hard Copy	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Parish Plan	Not Held	
Annual Report to Parish or Community Meeting	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail Rates
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or Hard via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.

		Postage at 1st/2nd Class Royal Mail rates.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard via the Council	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates
Agendas of meetings (as above)	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Responses to consultation papers	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Responses to planning applications	Website or Hard Copy via the Clerk, or via Rushcliffe Borough Council Planning Portal	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Bye-laws	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Class 5 – Our policies and procedures		Website – free. Hard copies

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information only	Website or Hard Copy via the Clerk	charged at 20 pence per A4 copy & 50 pence per A3 copy
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Policies and procedures for the provision of services and about the employment of staff: • 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)	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.

data sharing and CCTV usage) policies		Postage at 1st/2nd Class Royal Mail rates.
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) – electoral roll	Not held Can be obtained via Rushcliffe Borough Council	
Register of members' interests	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Register of gifts and hospitality	Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
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	Website or Hard Copy via the Clerk	Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Allotments	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.

		Postage at 1st/2nd Class Royal Mail rates.
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held - Via Village Hall Trustees	
Playing fields and recreational facilities	Website or Hard Copy via the Clerk	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy. Postage at 1st/2nd Class Royal Mail rates.
Seating, litter bins,	Website or Hard Copy via the Clerk where applicable	Website – free. Hard copies charged at 20 pence per A4 copy & 50 pence per A3 copy.
Bus shelters	Not held - Via Nottinghamshire County Council	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	None	

Dealing with Vexatious Requests or Repeated Requests for Information

There are a number of ways in which the Council may identify requests as being vexatious.

The Information Commissioner advises that the process is a balancing exercise, taking into account the context and history of the request and deciding whether or not the request is likely to cause unjustified distress, disruption, or irritation.

In making its decision the council will be informed by the list in Appendix A, which is not exhaustive.

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 @ 20p per sheet	Actual cost: 0.32 pence per copy, 1.5 pence per sheet of A4, plus staff time, machine costs
	Photocopying @ 50p per sheet	Actual cost 3.2 pence per copy, 3 pence per sheet of A3, plus staff time, machine costs
	Postage	Actual cost of Royal Mail standard 1st or 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Contact details:
Clerk to the Council, Sue Lewis, 171 Weston Road, Aston on Trent, Derby, DE72 2BA, Tel No. 07776458154: clerk@nospc.org.uk

Appendix A

List to Inform Whether a Request Could be Considered to be Vexatious

- Could the request be seen as obsessive?
- Is the request harassing the authority or causing distress to staff?
- Would complying with the request impose a significant burden in terms of expense and distraction?
- Is the request designed to cause disruption or annoyance?

- Does the request lack any serious purpose or value? Before reaching such a conclusion the council will carefully consider any explanation, which the requester gives as to the value in disclosing the information.
- Is it a repeated request for the same information from the same person, made within an unreasonable timescale and where the information held by the council has not changed?

Additionally the council will take the following factors into account:

- The requester has explicitly stated that it is his or her intention to cause the council the maximum inconvenience through making their request.
- The council has independent knowledge of the intention of the requester, requesters, an organisation or campaign group to cause it the maximum inconvenience through making requests.
- Where much of the information requested requires extensive editing, leaving the remaining information to be meaningless or of no real use to the requester.
- The request is for information which the requester clearly understands to be exempt.
- The request can fairly be characterised as one which a reasonable person would describe as obsessive or manifestly unreasonable.
- Repeated unwillingness by the requester to accept that all available documents have been provided.