

Rottingdean Parish Council

Freedom of Information Policy

Definition

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities.

This policy outlines the information that is published on a regular basis on our website, it also includes the process by which further information can be requested.

Information available on Rottingdean Parish Council Website includes:-

Who we are and what we do.

- Councillors contact details
- Councillors specific responsibilities and leadership roles
- Councillors representing the Parish Council on external bodies
- Contact details of the Parish Clerk

What we spend and how we spend it

- Current and previous years financial records
- Annual Return form and Auditors report
- Finalised Budget
- Precept documents
- Financial regulations
- Grant applications and amounts awarded
- List of contracts where given and value of these contracts
- Councillors expenses where applicable

What our priorities are and progress to date

- Strategic direction
- Chairman's annual report to Annual Village Meeting
- Published annual reports by working groups
- Current project plan and costings
- Beacon Hill Nature Reserve – Management plan
- Neighbourhood plan where applicable

How we make decisions

- Calendar of meetings
- Agendas and minutes of meetings
- Reports presented to meetings

- Responses to Planning Applications

Lists and registers

- Register of councillors interests
- Registers of gifts and hospitality
- Register of assets

Our Policies and Procedures

- Standing orders
- Code of conduct
- Grant awarding policies and procedures
- Job description and person specification of the clerk
- This policy and other policies adopted by the Parish Council in the future

Hard copies of this information is available through the Parish Clerk for a small charge for printing and Postage.

How to apply for further information

Anyone can request further information, but please check the website first to make sure that the information you require is not already available. If in doubt check, with the Parish Clerk in the first instance.

If it is not available you may submit a request for information, to comply with the Act the request must :-

- Be in writing by letter or e mail
- Include your real name
- Include a postal address
- Include a specific and detailed description of the information required

In order to handle requests effectively submit your request to the Parish Clerk

Address – Parish Council Clerk, 85 Spences Lane, Lewes, East Sussex BN7 2HQ

E mail kevin.kingston@rottingdean-pc-gov.uk

In response the Parish Council will :-

- Inform you whether the Parish Council holds and information within the scope of your request
- If it does the information will be provided to you – normally within 20 working days (please do not contact the Parish Council during this period unless you have further information to add to your request)
- Usually provide the information free of charge or at actual cost to the Council

All freedom of information request will be reported to the next Parish Council meeting.

NB The Act does not give people access to their personal data. If a member of the public wants to see information that a public authority about the they should make a data protection subject access request.

Freedom of information policy 1/2019

Agreed at Parish Council meeting November 2019