



**Policy Name: Freedom of Information and Model Publication Scheme (MASTER)**  
**Policy Number: BMK-PC08**  
**Version: 1.0**

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<b>Approved by and date:</b>		Full Council on 14/05/18		
<b>Responsible Committee:</b>		Full Council		
Version No	Date Ratified / Amended	Date Implemented	Next Review Date	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	14/05/18 (27.5 c)	15/05/18		NEW

## 1. Purpose

- 1.1 The Freedom of Information Act 2000 gives a general right of access to all types of 'recorded' information held by public authorities.
- 1.2 Public authorities, such as Broughton and Milton Keynes Parish Council (The Parish Council) have three main responsibilities under the Act:
  - (a) a duty to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Information Commissioner and to publish information in accordance with the scheme. (effectively a guide to the information they hold which is publicly available).
  - (b) They are required to deal with individual requests for information, subject to certain conditions and exemptions.
  - (c) A duty to provide advice and assistance, so far as is reasonable.
- 1.3 The Act gives applicants two related rights:
  - (a) To be told whether the information they request exists.
  - (b) To receive the information.
- 1.4 The Parish Council does not have to comply with 'vexatious' requests or 'repeated requests' if the authority has recently responded to an identical or substantially similar request from the same person

## 2. Freedom of Information Procedure

- 2.1 To satisfy the requirements of the Information Commissioner arising from the Freedom of Information Act 2000, The Parish Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils (NALC).

- 2.2 The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as The Parish Council is made readily available to the public, either free of charge or on payment.
- 2.3 The information maintained by The Parish Council comprises of both mandatory documents and optional documents. The classes of information are identified below.

For clarity, mandatory documents are highlighted and shown in **bold** to distinguish them from optional documents of available information.

- 2.4 Information is available for inspection at the Broughton and Milton Keynes Parish Council Office, 27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG (excluding Weekends and Bank Holidays) and by appointment only Monday to Friday (excluding public holidays and within normal office hours). As the Parish Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.
- 2.5 The Parish Council provides agendas for the Parish Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.
- 2.6 However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, and such data will not be available to persons requesting information.
- 2.7 The Freedom of Information Act 2000 does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.
- 2.8 The agenda and public minutes are available on The Parish Council's website - <http://www.broughtonandmkv-pc.gov.uk/>. Supporting documents can be requested at the Offices of the Parish Council.

### 3. Information Requests

- 3.1 To be valid a request must be made in writing, in a legible form and must be capable of being used for subsequent reference. This can take the form of Letter, Email, Fax, Web contact, or Social Media. It must include sufficient information to enable the Parish Council to identify the information requested.
- 3.2 The request must include the requestor's real name. This should not need to be verified unless it is suspected that the name provided is a pseudonym or that an alternative name has been provided to avoid refusal on vexatious or repeat request.
- 3.3 The request must include an address for correspondence. Postal address does not need to be home or work, but a legitimate contact address. An Email address is sufficient.
- 3.4 The Parish Council will issue a refusal notice in instances where the information is not available, it is exempt or in the opinion of The Parish Council disclosure is not in the public interest. The refusal notice will specify the reason. The applicant has the right to appeal to The Parish Council or to the Information Commissioner's Office (ICO) - <https://ico.org.uk/>

### 4. Information Available

#### 4.1 The Parish Council Internal Practice and Procedure

Document	Where to source Information	Fee/charges. No charge for electronic copies, but dependent on staff time utilised there may be a charge for this.
<b>Agendas, minutes, reports and supporting papers of all Parish Council and committee meetings*</b>	Parish Council Offices	<ul style="list-style-type: none"><li>• No fee for current meetings</li><li>• 10 pence/page for past meetings</li></ul>
<b>Standing Orders</b>	Parish Council Offices/ website	<ul style="list-style-type: none"><li>• 10 pence/page</li></ul>
<b>The Parish Council Annual Report to Parish Annual Meeting</b>	Parish Council Offices	<ul style="list-style-type: none"><li>• 10 pence/page</li></ul>
Terms of reference of Parish Council's committees/working groups	Parish Council Offices	<ul style="list-style-type: none"><li>• 10 pence/page</li></ul>

\* Excluding papers relating to employment issues, issues of a confidential commercial nature and other items presented under the exempt part of the agenda.

## 4.2 Code of Conduct

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
<b>Members' Declaration of Acceptance of Office</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
<b>Members' Register of Interests</b>	Parish Council Offices/website	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
<b>Register of Gift's Book</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>

## 4.3 Periodic Electoral Review

This information relates to changes to the electoral arrangements for Parish, Town and Community Councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new Wards and alterations to the number of Councillors to be elected to The Parish Council.

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
<b>Information relating to the last periodic Electoral Review of The Parish Council</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
<b>Information relating to the latest boundary review of The Parish Council area</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>

**Note:** The public are reminded that detailed information is available from Milton Keynes Council as appropriate.

## 4.4 Employment Practice and Procedure

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
<b>Terms and conditions of employment</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
<b>Job descriptions/Key performance areas</b>	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
All Employment Policies approved by the Parish Council	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Staffing structure	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>

**Note:** Exclusions – 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998.

#### 4.5 Planning Documents

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Responses to planning applications	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>

**Note:** Exclusions –Copies of planning consultations, the Development Plan, the Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from Milton Keynes Council Offices.

#### 4.6 Audit and Accounts

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Annual return form	Parish Council Offices/website	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Annual statutory report by auditor (Internal & External)	Parish Council Offices/website	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Receipt – payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Precept request (limited to last financial year)	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
VAT records (limited to last financial year)	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Financial Standing Orders and Regulations	Parish Council Offices/website	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Asset Register	Parish Council Offices/website	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Risk Assessments and safety checks	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Loan applications	Parish Council Offices	<ul style="list-style-type: none"> <li>Inspection only</li> </ul>
Fees and charges applied by The Parish Council	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>

**Note:** Exclusions – commercially sensitive information e.g. quotations and tenders, loans documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair.

#### 4.7 Development and Implementation of Policy

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Policy statements issued by The Parish Council	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Responses to consultation documents	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Analysis of responses received to public consultations by the Parish Council	Parish Council Offices	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>
Complaints handling procedure	Parish Council Offices/website	<ul style="list-style-type: none"> <li>10 pence/page</li> </ul>

**Note:** Exclusions – Good Practice/Advice Circulars issued by The National Association of Local Council and the Society of Local Council Clerks on the basis that these are member subscribing organisations.

#### 4.8 Council circulars/newsletters/publications/grants

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Grant application policy and grant application forms.	Parish Council Offices	<ul style="list-style-type: none"> <li>No fee</li> </ul>
Newsletters (current only) (Backdated copies)	Parish Council Offices	<ul style="list-style-type: none"> <li>No fee</li> <li>10 pence/page</li> </ul>

#### 4.9 Allotments

Document	Where to source Information	Fee/charges for hard copies. No charge for electronic copies, but dependent on staff time utilized there may be a charge for this.
Allotment Charges	Parish Council Offices/website	No Fee
Conditions of Allotment Hire	Parish Council Offices	No fee

## 5. Contact Details:

Parish Clerk  
 27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG  
 Tel: 01908 087499  
 Email: [clerk@broughtonandmkv-pc.gov.uk](mailto:clerk@broughtonandmkv-pc.gov.uk)