



QUENIBOROUGH PARISH COUNCIL

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME 2024

1. Introduction

Under the Freedom of Information Act 2000 (FOIA), Queniborough Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing;

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Rachel Barlow-Skinner – Clerk
Queniborough Parish Council
Parish Office, Rearsby Road, Queniborough, Leicester, LE7 3DH
Email: clerk@queniborough-pc.gov.uk

2. Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website.

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

3. Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk

4. Data Protection

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at clerk@queniboroughpc.org.uk

5. Charges

The Council's Fees and Charges are stated in the Publications Scheme (Appendix 1). Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

6. Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

7. Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was re adopted on 19th June 2024 Min No 24-52 and will be amended periodically as necessary. The Scheme will be reviewed annually.

Appendix 1 - Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (where published)	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Parish Office Rearsby Road Queniborough Leicester, LE7 3DH Open Weds/Thurs 9:00am – 3:00pm	
Staffing structure	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year.		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Website Hard copy – contact Clerk	Free 10p/sheet
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	Web site Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Web site Hard copy – contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Email Hard copy – contact Clerk	Free 10p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/sheet
Quality status	Not applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	Not applicable	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet

Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Charnwood Borough Council Web site Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Not applicable	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Standing Orders	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Financial Regulations	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Cemetery Rules & Regulations	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Cemetery Fees and Charges	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Committee and Sub-Committee Terms of Reference	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Delegated authority in respect of officers	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Members Code of Conduct	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Policies and procedures relating to the delivery of services e.g. Complaints, Data Breach, FOI, Equal Opportunities	Email Website/	Free Free

	Hard copy - contact Clerk	10p/sheet
Policies and procedures relating to employment e.g. Grievance and Disciplinary, Lone Working, Staff Harrassment	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Risk Assessments & Risk Register	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Assets Register	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	For inspection – contact Clerk	
Register of members' interests	For inspection – contact Clerk	
Register of gifts and hospitality	For inspection – contact Clerk	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	N/A
Burial grounds and closed churchyards	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Community centres and village halls	Not applicable	N/A
Parks, playing fields and recreational facilities	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Website/	Free Free

	Hard copy - contact Clerk	10p/sheet
Bus shelters	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet
Markets	Not applicable	N/A
Public conveniences	Not applicable	N/A
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email Website/ Hard copy - contact Clerk	Free Free 10p/sheet

Contact details:

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Queniborough Parish Council
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Queniborough
Leicester
LE7 3DH**

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Email: clerk@queniborough-pc.gov.uk