

**OUSBY PARISH COUNCIL**

Clerk: Mrs Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB  
tel: 01768 863900 email: [ousbyparish@hotmail.co.uk](mailto:ousbyparish@hotmail.co.uk)

**FREEDOM OF  
INFORMATION  
PROCEDURE &  
PUBLICATION SCHEME**  
  
**of**  
**OUSBY PARISH  
COUNCIL**

**Document history**

Notes of changes in updated versions	Version No.	Date of approval and adoption
Initial Freedom of Information procedure adopted, and previous Publications Scheme combined	1.0	10 May 2017

**THIS FREEDOM OF INFORMATION PROCEDURE & PUBLICATION SCHEME IS  
PUBLISHED AS APPROVED AND ADOPTED BY OUSBY PARISH COUNCIL ON 10 MAY  
2017**

## **Introduction**

This scheme will enable members of the public to view and access information held by the Parish Council.

## **Obtaining Information and Information held**

There are three ways to obtain the information:

- i. Inspect Documents held by the Clerk - If you wish to view certain documents, you should contact the Clerk, either by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.
- ii. Individual Written Request - If the information is not included in the publication scheme outlined below you may send a written request to The Parish Clerk, Ousby Parish Council, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Your request must include your name, address for correspondence, and a description of the information you require.
- iii. Visit the Parish Council Website <http://www.ousbyandmelmerby.org.uk/>

## **Council's Response to a Written Request**

Within 20 working days of receipt of your written request the Council will:

- i. confirm to you whether or not it holds the information
- ii. advise you if a fee will be charged
- iii. provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

## **Fees**

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £25 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £25), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

## **Exemptions**

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

## **Further Help**

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner. For further information and clarification, please see The Guide to Freedom of Information, available from the Information Commissioner's Office website.

## **Complaints**

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Approved: May 2017**

**Review: May 2018**

## Information available from Ousby Parish Council under the model publication scheme for compliance with Freedom of Information Act requirements

For all costs associated with the provision of requested information, please see appendix A

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Ousby Parish Council is made up of four councillors from both Melmerby and Ousby wards.</p>	<p>By email or hard copy from the clerk</p>	<p>Email - free</p> <p>Hard Copy – actual cost + postage</p>
<p>Contact details for Parish Clerk and Council members</p> <p>Parish Clerk Mrs Rachael Kelly</p> <p>29 Greystoke Park Avenue, Penrith CA11 9DB</p> <p>Email: ousbyparish@hotmail.co.uk Tel: 01768 863900</p>	<p>As above</p>	<p>Email - free</p> <p>Hard Copy – actual cost + postage</p>

<p>Chairperson Cllr Nigel Longworth New Inn House, Melmerby, Penrith CA10 1HE Email: longworthparishc@gmail.com Tel: 01768 881066</p> <p>Vice Chairperson Mr Andrew Ivinson Sandwick Farm, Ousby, Penrith, Cumbria CA10 1QB email: Andrew@sandwickshorthorns.co.uk Tel: 01768 881343</p> <p>Cllr David Bardsley 1 Bridge Terrace, Melmerby, Penrith CA10 1HL Email: davidbardsley.pc@btinternet.com Tel: 01768 881557</p> <p>Cllr Sue Castle-Clarke Row Banks, Ousby, Penrith, Cumbria, CA10 1QB Email johnshapeero156@btinternet.com Tel: 01768 881713</p> <p>Cllr Thomas Dixon Shire Lodge, Ousby, Penrith CA10 1PT Email: mtdixon@hotmail.co.uk Tel: 01768 881372</p>		
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<p>Cllr Gary Fletcher Beck Cottage, Melmerby, Penrith CA10 1HN Email: garyfletcherparishcouncil@gmail.com Tel:01768 889372</p> <p>Mr David Kidd Jardines, Ousby, Penrith, Cumbria CA10 1PT Email: DWKidd77@gmail.com Tel: 01768 881272</p> <p>Cllr Chris Jones The Tower House, Melmerby, Penrith CA10 1HE Email: Chrisjones.net@gmail.com Tel:01768 881839</p>		
<p>Location of main Council office and accessibility details</p>	<p>As above</p>	<p>Email - free Hard Copy – actual cost + postage</p>
<p>Staffing structure</p>	<p>As above</p>	<p>Email - free Hard Copy – actual cost + postage</p>

<b>Class 2 – What we spend and how we spend it</b>	By email or hard copy from the clerk	Email - free Hard Copy – actual cost + postage
Current and previous financial year as a minimum		
Annual return form and report by auditor	As above	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
<b>Class 3 – What our priorities are and how we are doing</b>	By email or hard copy from the clerk	Email - free Hard Copy – actual cost + postage
Community Plan adopted by the Council in 2014	As above	
Quality status	As above	

Local charters drawn up in accordance with DCLG guidelines	As above	
<b>Class 4 – How we make decisions</b>		
All decisions reached by the Council are recorded in the Minutes of the meetings. Current and two previous council years retained as a minimum	By email or hard copy from the clerk	Email - free Hard Copy - actual cost + postage
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	As above	
Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	As above	



<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>By email or hard copy from the clerk</p>	<p>Email - free</p> <p>Hard Copy – actual cost + postage</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Policy statements N/A</p>	<p>As above</p>	
<p>Policies and procedures for the provision of services and about the employment of staff</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>As above</p>	
<p>Information security policy</p>	<p>As above</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>As above</p>	
<p>Data protection policies</p>	<p>As above</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>As above</p>	

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>By email or hard copy from the clerk; some information may only be available by inspection</p>	<p>Email - free</p> <p>Hard Copy – actual cost + postage</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>As above</p>	
<p>Assets Register</p>	<p>As above</p>	
<p>Disclosure log (indicating the information that has been provided in response to requests)</p>	<p>As above</p>	
<p>Register of members' interests</p>	<p>As above</p>	
<p>Register of gifts and hospitality</p>	<p>As above</p>	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>By email or hard copy from the clerk</p>	<p>Email - free</p> <p>Hard Copy – actual cost + postage</p>
<p>Allotments N/A</p>	<p>As above</p>	
<p>Burial grounds and closed churchyards N/A</p>	<p>As above</p>	
<p>Community centres and village halls N/A</p>	<p>As above</p>	

Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting various as detailed in Assets Register	As above	
Bus shelters As detailed in Assets Register	As above	
Markets N/A	As above	
Public conveniences N/A	As above	
Agency agreements N/A	As above	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) N/A	As above	

**Contact details:**

Ousby Parish Clerk

Mrs Rachael Kelly

29 Greystoke Park Avenue

Penrith

Cumbria. CA11 9DB

Email: [ousbyparish@hotmail.co.uk](mailto:ousbyparish@hotmail.co.uk) Tel: 01768 863900

## APPENDIX A

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* The actual cost incurred by the public authority

**Approved: May 2017**

**Review: May 2018**