

HOW CAPLE GROUP PARISH COUNCIL

*Information Compliance Pack:
Freedom of Information Policy, Publication Scheme,*

1. Freedom of Information (FOI) Policy

How Caple Group Parish Council is committed to transparency, accountability, and the proactive dissemination of information to local residents. This policy sets out how the Council will meet its obligations under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

1.1 General Principles

- Anyone has a right to request information held by the Council, regardless of their location, identity, or motive.
- The Council will state clearly whether it holds the requested information, and if so, will provide it unless a legal exemption applies.
- The standard statutory timeframe for providing a response is 20 working days, beginning the day after a valid request is received.

1.2 Making a Request

FOI requests must be made in writing. Applicants should provide their full name, a reliable return address (email or postal), and a clear, detailed description of the information requested. Enquiries should be directed to:

Email: clerk@orcopparrishcouncil.gov.uk

Post: Clerk to How Caple Group Parish Council, 3 Windsor Road Hereford, HR2 6ES

1.3 Exemptions & Refusals

The Council aims to be as open as possible. However, certain classes of information are protected under specific FOIA legal exemptions (such as commercially sensitive data, legal privilege, or personal data protected under UK GDPR). If an exemption applies, the Council will issue a formal Refusal Notice explaining the specific legal grounds and outlining the applicant's right to appeal to the Information Commissioner's Office (ICO).

2. Model Publication Scheme & Schedule of Costs

To comply with ICO requirements, How Caple Group Parish Council routinely publishes core operational and financial documents. Wherever possible, these are available directly and free of charge on the official council website.

2.1 Classes of Information

- **Class 1:** Who we are and what we do (e.g., Council structure, staffing, and contact profiles).
- **Class 2:** What we spend and how we spend it (e.g., Annual returns, audits, budgets, and items of expenditure over £100).
- **Class 3:** What our priorities are and how we are doing (e.g., Parish plans, annual reports).

- **Class 4:** How we make decisions (e.g., Agendas, official meeting minutes, and supporting papers).
- **Class 5:** Our policies and procedures (e.g., Code of Conduct, Standing Orders, Financial Regulations).
- **Class 6:** Lists and registers (e.g., Register of Members' Interests, assets inventory).
- **Class 7:** The services we offer (e.g., Playing fields, community assets, newsletters).

2.2 Schedule of Charges

Type of Charge	Description / Basis of Charge	Cost
Website Download	Proactive digital publication on council website	Free of Charge
Hard Copy (Black & White)	Photocopying per A4 sheet (actual cost)	10p per page
Hard Copy (Colour)	Photocopying per A4 sheet (actual cost)	20p per page
Postage	Royal Mail standard 2nd class postage	Actual cost of stamp
Statutory Fees	Requests exceeding the statutory £450 cost limit	Refused or charged at cost

3. UK GDPR & Data Protection Alignment Clause

How Caple Group Parish Council recognizes that the Freedom of Information Act 2000 operates alongside the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This section outlines how the two frameworks interact within Council operations.

3.1 Protection of Personal Data

The Council will not disclose personal data of staff, councillors, or members of the public under an FOI request if doing so would breach the Data Protection Principles set out in UK GDPR Article 5. Section 40(2) of the FOIA will be invoked to protect individual privacy.

3.2 Subject Access Requests (SARs)

Requests by individuals for their own personal data will not be processed under the FOI framework. Instead, they will be treated strictly as a Subject Access Request (SAR) under UK GDPR. The Council will provide this data free of charge within one calendar month, subject to identity verification.

review, you may lodge an appeal with the Information Commissioner's Office (ICO) via their portal at <https://ico.org.uk> or by writing to: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Neil Barrington
Clerk & Responsible Financial Officer
How Caple Group Parish Council