



SAFFRON WALDEN  
TOWN COUNCIL

# Access to Information Policy

| Version | Date                       | Minute Reference | Review Date  |
|---------|----------------------------|------------------|--------------|
| 1       | June 2016                  | FC 019-16        | June 2017    |
| 2       | June 2017                  | FC 264-17        | June 2018    |
| 3       | June 2018                  | F & E 384-18     | June 2019    |
| 4       | June 2019                  | F & E 030-19     | June 2020    |
| 5       | May 2021 (address updated) | F & E 053-21     | May 2022     |
| 6       | May 2022 No amendments     | F&E 078-22       | October 2023 |
| 7       | September 2023             | F&E 120--23      | October 2024 |
| 8       | October 2024               | F&E 162-24 (c )  | October 2025 |

## **FREEDOM OF INFORMATION (FOI) POLICY**

1. To meet the requirements of the Freedom of Information Act 2000 (FOIA) which came into force on 28 February 2003, Saffron Walden Town Council has examined the range of documents it holds and resolved to make many of these available to the public.
2. The Town Clerk will take responsibility for the Council's publication scheme and will manage it on a day-to-day basis and the full contact details are provided in Appendix I.
3. Classes of Information for publication are attached at Appendix II.
4. These are based on the Model Scheme for Local Councils and reflect the responsibilities of Saffron Walden Town Council.

### **Availability of Information**

5. The details of the scheme will be available:
  - (a) in person from the Town Council office, Monday to Friday from 9am to 4pm or by post from the same address. The full address is in Appendix I.
  - (b) from the website - [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)
  - (c) arrangements will be made with the local RNIB office to have text translated into Braille if required

### **Charges for Information**

6. The Town Council will not charge for the inspection of documents or for viewing the information.

The following charges will apply for supplying copies of documents:

10 or under £1  
20 - £2  
30 - £3

There will be a minimum copy fee of £10 payable (at the discretion of the Town Clerk)

The Council reserves the right to make additional charges to that contained within item 6 in line with the charges as published by the Information Commissioner's Office.

The Town Council complies with the FOIA . The biggest cost in providing information under the FOIA is likely to be staff time. Staff time is provisioned at £25 per person per hour, regardless of who does the work, including external

contractors. In accordance with the FOIA, there is a limit of £600 of staff costs attributable to the FOI request (or 24 staff hours). Any refusal from the Town Council to provide information will be communicated in accordance with the FOIA.

### **Rights and Complaints**

7. From 1 March 2003 any person will have the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format the Council will endeavour to provide copies within 10 working days of receiving the request.
8. If you are unhappy with the way in which Saffron Walden Town Council has dealt with your request under the FOIA or the Environmental Information Regulations you should raise the matter in accordance with our usual Complaints Procedure.

# **APPENDIX I**

## **PUBLICATION SCHEME**

### **FREEDOM OF INFORMATION ACT 2000**

Saffron Walden Town Council has RESOLVED to adopt the Model Scheme for Local Councils (core classes plus optional classes within core classes and optional classes) as outlined at Appendix II.

#### **DECLARATION**

Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

has adopted the Model Scheme titled 'Saffron Walden Town Council – Access to Information Policy' produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The contact details for the person who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the FoIA is:

Lisa Courtney  
Town Clerk  
Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ  
Tel: 01799 516 501  
E-mail: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk)

## **APPENDIX II**

### **CLASSES OF INFORMATION**

#### **1. COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of Council, Committee and sub-Committee meetings – limited to the last 2 years

Procedural Standing Orders

Councils Annual Report to Parish Meeting

Agendas and supporting papers for Council, Committee and sub-Committee meetings – limited in each case to the forthcoming/immediate meeting.

Terms of Reference for Committees

#### **2. CODE OF CONDUCT**

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

#### **3. PERIODIC ELECTORAL REVIEW**

This is information concerning 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 Council.

Information relating to the last Periodic Electoral Review of the Council area

Information relating to the latest boundary review of the Council area

#### **4. EMPLOYMENT PRACTICE AND PROCEDURE**

Terms & conditions of employment

Job descriptions

Equal Opportunities Policy

Health and Safety Policy

Staffing structure

**Exclusions** – ‘personal records’ i.e. appraisals, employee-specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998 as amended

#### **5. PLANNING DOCUMENTS**

Responses to planning applications

#### **6. AUDIT AND ACCOUNTS**

Annual return – limited to the last financial year

Annual Statutory report by auditor (internal and external) – limited to the last financial year

Receipt/Payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Standing Orders and Regulations

Safety Inspection records for playgrounds

Assets Register

Fees and charges applied by the Town Council

Risk Assessments

**Exclusions** - all commercially sensitive information e.g. quotations and tenders, loan 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 i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

## **7. DEVELOPMENT AND IMPLEMENTATION OF POLICY**

Policy Statements issued by Council

Responses made by Council to consultation papers.

Analysis of responses received to public consultations by the Council.

Complaints handling procedure.

## **8. BYELAWS**

Made for any of the following purposes:

The regulation of a pleasure ground or public space

The regulation of an open space

## **9. COUNCIL CIRCULARS/NEWSLETTERS**

Town, Parish, Community guide, press releases

## **10. ALLOTMENTS**

Plans

Standard tenancy Agreements

Exclusions: individual tenancy agreements and rent payment records under both privacy and data protection laws

The Town Council will also comply with the information required to be available under the Local Government Transparency Code 2015 which prescribes certain information which must be made available by publication on the Council's website

The Town Council will further comply with all requirements of the Data Protection Act 2018 (Chapter 18) which includes provision for the General Data Protection Regulation (GDPR) 2018