

# RAVENSTONE WITH SNIBSTON PARISH COUNCIL

## Freedom of Information Publication Scheme

*A copy of this scheme shall be given to all Councillors when they first attain office.*

### FREEDOM OF INFORMATION ACT

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. This Parish Council fully adopts this scheme.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the information mentioned below, where this information is held by us.

Our scheme for publishing information (either in print or on the web) commits us:

- To proactively publish or otherwise make available as a matter of routine, information which is held by this authority and falls within the classifications below.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information which is made available.
- To make this publication scheme available to the public.

### CLASSES OF INFORMATION

Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it

- Financial information related to projected and actual income and expenditure.

How we make decisions/Our policies and procedures

- Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Lists and Registers

- Information held in registers required by law and other lists and registers relating to the functions of the authority

The Services we offer

- Advice and guidance, i.e. Welcome to Ravenstone with Snibston

The classes of information will not generally include any information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure, or any information in draft form.

Or any information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Where it is within our capability, information will be available on this website. However whenever possible and in general practice, information will be available upon written request to the Parish Clerk.

In exceptional circumstances some information may be available only by viewing in person, when this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges, which may be made for Information, published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum convenience and cost to the public. Charges made by us for routinely published material will be justified and transparent and kept to a minimum.

Material, which is published and accessed on a website, will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the

right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **SCHEDULE OF CHARGES**

- Photocopying 30p per sheet
- Postage and Packaging as per charges made by Royal Mail
- Travel expenses 60p per mile

Any other charges to be discussed and agreed prior to any charge being made.

### **WRITTEN REQUESTS**

Information held by us that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.