

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **The Freedom of Information Act 2000**

The Freedom of Information Act 2000 gives a general right of access to all types of 'recorded' information held by 'public authorities' and those providing services for them. It also sets out exemptions and places a number of obligations on public authorities.

### **Bayston Hill Parish Council's Scheme**

The Information Commissioner has prepared a model publication scheme upon which this is based and will remain valid until further notice.

Bayston Hill Parish Council is committed to make all types of recorded information available to the public as part of its normal business activities. The classes of information covered are listed below, where this information is held by the Parish Council.

### **The Scheme** commits us to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

### **Classes of Information:**

**Who we are and what we do** - Organisational information, structures, locations and contacts, constitutional and legal governance:

- Who's who on the Parish Council and its Committees
- Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address (if available))
- Code of Conduct
- Register of Interests

- Staffing Structure
- Contact details and how to find us

**What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts:

- Annual end of year accounts return and report by auditor.
- Finalised budget for any financial year.
- Precept requirement.
- Financial Regulations.
- Grant applications received and those approved.
- Contracts awarded and value of contract.

**What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews:

- Annual Report (current and previous years)

**How we make decisions** – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations:

- Schedule of meetings.
- Agendas of meetings of the Parish Council and its Committees.
- Minutes of meetings of the Parish Council and its Committees.
- Responses to planning applications.

**Our Policies and Procedures** – Current written protocols for delivering our functions and responsibilities:

- Standing Orders.
- Complaints Procedure.
- Health and Safety Policy.

**Lists and Registers** – Information held in registers required by law and other lists and registers relating to the functions of the authority:

- Asset Register.
- Facility Hire Charges.

**The Services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- Allotments.
- Playing fields and recreational facilities.
- Village furniture including bus shelters, bins, seats and street lights.
- Youth and Community building.

## **The Classes of Information will not generally include:**

- 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.
- Information in draft form.
- 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.

## **Charges for Information**

Bayston Hill Parish Council are committed to making the majority of information available via the Parish Council's website and various notice boards within the village in an attempt to keep the cost and inconvenience to the community at a minimum.

Information available via the website is provided free of charge.

Charges will 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 the 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 schedule of fees which is readily available to the public.

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

## **Schedule of Costs:**

<b>Photocopying</b>	-	10p per sheet copied.
<b>Postage &amp; packing-</b>		Actual cost to Parish Council.
<b>Cost of format conversion or archive request of documents</b>	-	Actual cost to Parish Council.

## **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.

## **Parish Council Contact Details**

All requests for hard copies of information should be made by e-mail or in writing to:

The Clerk to the Parish Council

J Hodgkiss  
The Parish Office  
Lyth Hill Road  
Bayston Hill  
Shrewsbury  
SY3 0EW

Tel: 01743 874651

e-mail: [clerk@baystonhillparishcouncil.org.uk](mailto:clerk@baystonhillparishcouncil.org.uk)