WOOLHAMPTON PARISH COUNCIL

FREEDOM OF INFORMATION / PUBLICATION SCHEME

1.0 Statement on Freedom of Information / Publication Scheme

1.1 This publication scheme has been prepared by Woolhampton Parish Council to make information available to the public such as part of its normal business activities. The information covered is included in classes of information mentioned below, where this is held by the Parish Council.

1.2 This scheme commits Woolhampton Parish Council:

- To proactively publish or otherwise make available as a matter of route, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information, this is held by the Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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 the Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is proactively available.
- To make this publication scheme available to the public

2.0 Publication Scheme

2.1 In accordance with the Freedom of information Act, the Parish Council will not disclose information which is (a) prevented by law, or exempt under the Act, or is otherwise properly considered to be protected from disclosure, (b) is in draft form and (c) that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to assess for similar reasons.

2.2 Where it is within our capability, information will be published on our website.
2.3 Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies can be requested at a mutually convenient time and location within a reasonable timescale.

2.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

2.5 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.

2.6 Woolhampton Parish Council’s publication Scheme is attached as Appendix A.

3.0 Charges / Fees

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

3.2 Material which is published and accessed via our website is provided free of charge. Charges may be made for information subject to a charging regime specific by Parliament. Charges may be made for actual disbursements incurred such as for photocopying and postage and packing. 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 the published schedule or schedules of fees which is readily available to the public.

3.3 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.

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