

# SHAWBURY PARISH COUNCIL

## FREEDOM OF INFORMATION

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Council website: [www.shawbury-pc.gov.uk](http://www.shawbury-pc.gov.uk)

### **Freedom of Information Act.**

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Publication Schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

### **INTRODUCTION**

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

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

#### **Publication Scheme**

The Act requires every public body to adopt and maintain a generic model publication scheme. Shawbury Parish Council has adopted this Scheme and it is intended to provide everyone interested in the Council with a comprehensive guide to information that the Council will automatically and routinely publish or otherwise make available to the public.

#### **Freedom of Information Requests and the Publication Scheme**

The publication scheme sets out the information that is routinely available. Information that is not listed in this document can still be requested and it will be made available unless it can legitimately be withheld. This may be done by making a written request to the Parish Clerk who will reply within fourteen working days.

#### **Model Publication Scheme**

The model publication scheme has been prepared and approved by the Information Commissioner and may be adopted by any public authority. Shawbury Parish Council will indicate clearly what information is covered by the scheme and how it can be obtained. The purpose of the scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public.

## **SHAWBURY PARISH COUNCIL**

### **The Council's Commitment to the Act**

The Council is committed to openness and accountability and already makes large amounts of information available to the public through the Council website; the local press; Shawbury Newsletter; the Council Notice Board; the Mobile Library and by telephone or post.

### **Information.**

The following information is available and can be accessed via the Council website.

Copies of the documents in black and white can be obtained free of charge, by written application to the Parish Clerk including an A4 size stamped addressed envelope.

Details of Council Membership, meetings, agendas minutes and news items are regularly posted on the Council Notice Board and on the web site.

### **Published Information:**

#### **Class 1 – Who we are and what do we do.**

Who's who on the Council.

Contact details for the Clerk and Members.

Areas of Council responsibilities.

Councillors declared responsibilities.

#### **Class 2 – What we spend and how we spend it.**

Financial standing orders

Budget and precept setting

Grants given and received.

Income and expenditure details.

Internal auditors report.

Annual return form and report by external auditor.

Comparison between projected and actual budget.

List of current contractors.

### **Class 3 – What are our priorities and how are we doing?**

Parish Plan and report on success of meeting identified needs.

Annual report.

### **Class 4 – How decisions are made:**

Timetable of Council Meetings.

Details of Annual Parish Meeting.

Agendas for Meetings.

Minutes of all meetings (*NB this will exclude any information that is properly regarded as private to the meeting*)

Reports presented to meetings.

Responses to consultation papers.

Responses to planning applications.

### **Class 5 – Our policies and procedures:**

Standing orders for conduct of meetings,

Committee or sub-committee terms of reference.

Delegated responsibility in respect of the Clerk.

Code of Conduct

Policy Statements:

*Complaints*

*Equality*

*Health and Safety*

*Insurance*

*Children and Young People*

### **Class 6 - Lists and Register:**

Assets register.

Register of Member's Interests.

Register of any gifts or hospitality.

### **Class 7 – The Services we offer:**

Burial Ground.

Recreation Ground and Open Space Area.

Outdoor fitness area

The Moat area.

Glebe Countryside Park

Allotment.

Children's Play Areas and Cycle Track.

Bus shelters.

Seats and litter bins.

Street lighting.

Floral Gateways.

### **OBTAINING INFORMATION & THE COMPLAINTS PROCEDURE**

The Commissioners Office would normally expect information about the Council to be available but if you are unable to access the information you need, you should first contact the Clerk. If the information is not available you will be told why.

If you believe that your request has not been dealt with fairly and cannot be resolved satisfactorily on an informal basis, you should follow the Council's complaints procedure.

If you have followed the complaints procedure and are still not satisfied with the outcome, you may also contact the Information Commissioner Office and ask them to investigate the matter further.

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