

SHINFIELD PARISH COUNCIL PUBLICATION SCHEME

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. This Publication Scheme has been drafted in accordance with the Information Commissioner's requirements.

Shinfield Parish Council is committed to make information available to the public and to:-

- Proactively publish or otherwise make available as a matter of routine, information held by the Parish Council and which falls within the classifications below.
- To specify the information held by the Parish Council.
- 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 made proactively available.
- To make this Publication Scheme available to the public.

Categories of Information (Freedom of Information Act 2000)

- **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance. Includes the Council's constitution, structure and Councillor contact details.
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. Includes the Council's Financial Regulations, budget and annual statement of accounts.
- **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** Policy proposals and decisions; decision making processes, internal criteria and procedures, consultations. Includes meeting arrangements, details of committees, sub-committees, representatives on outside bodies.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities. Includes the Council's Standing Orders.

- **Lists and Registers:** Information held in registers required by law and other lists/registers relating to the functions of the authority. Includes asset lists.
- **Services we offer:** Advice and guidance, booklets, leaflets, transactions and media releases. A description of the services offered. Includes allotments.

Categories of Information not included

The disclosure of which is prevented by law or exempt under the Freedom of Information Act 2000, or otherwise properly considered to be protected from disclosure; 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.

Provision of Information

Members of the Public can view the information available under this Publication Scheme, by accessing the Parish Council's website or by contacting the Clerk, either in writing or by telephone, to make an appointment to view documents in the Parish Office. Information available through the Council's Publication Scheme will be provided free of charge, although charges may be made for actual disbursements incurred such as photocopying (15 pence per page); postage and packing etc. Please advise the Parish Council if you have any requirements regarding the format of the information to be supplied, e.g. the language to be used, audio, large print. Freedom of Information requests will be dealt with within 20 working days from the day of receipt unless the Council does not hold the information or there is a reason for it to be withheld. Certain information requested may be exempt from release and withheld if it is considered that the public interest in withholding the information outweighs the public interest in disclosing it. In certain circumstances, charges may also be made for information provided under this Scheme where they are legally authorised. These are calculated in accordance with Section 13 of the Freedom of Information Act 2000 and the Freedom of Information Fees Regulations. There is an "appropriate limit" specified in the regulations and for the Parish Council this is set at £450. This represents the estimated cost of one person spending 18 hours (2½ working days) in determining whether the Council holds the information, and locating, retrieving and extracting the information. Under Section 12 of the Freedom of Information Act 2000 the Council is not obliged to respond to requests estimated to cost more than the appropriate limit to consider.

**SHINFIELD PARISH COUNCIL, SCHOOL GREEN,
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Office hours: 9.00 am – 12 noon Monday to Friday. At other times by appointment.

Telephone: 0118 9888 220 (out of hours answering service)

Email: clerk@shinfieldparish.gov.uk

The Parish Hall has disabled access.