

BARRINGTON PARISH COUNCIL

Freedom of Information

This publication scheme has been prepared in accordance with the Information Commissioner's Office (ICO) (*V1.0 – April 2008*) guidelines for a Publication Scheme.

The Parish Council is committed to making the information it holds available to the public as part of its normal business activities.

This scheme commits the Parish Council to proactively publish or otherwise make available as a matter of routine, information held by the council within the seven classes identified to:

- ✓ Specify the information held by the council.
- ✓ State the method by which the information is available
- ✓ Review and regularly update the information available under this scheme.
- ✓ Provide a schedule of fees and charges for access to information made available.
- ✓ Make this scheme available to the public.

Classes of information;

1. Who the council is and what it does.

- Organisational information, location and contacts. Constitutional and legal governance.

2. What the council spends and how it spends it.

- Financial information, actual income and expenditure, procurement and contracts.

3. What the council priorities are and how it's doing.

- Strategy and performance, information, plans, assessments inspections and reviews.

4. How the council makes decisions.

- Policy proposals and decisions. Decision making process and consultations.

5. Council policies and procedures.

- Current written protocols for delivering its functions and responsibilities

6. Lists or registers.

- Information held in registers required by legislation and other lists and registers relating to the function of the council.

7. The services the council offers.

- A description of the service offered. Advice and guidance, booklets and leaflets, transactions and media releases.

Please note that the Parish Council cannot issue information under this scheme in the following circumstances:

- a) Where there would be a contravention the Data Protection Act.
- b) Where it is not in the public interest.
- c) Where it is available from other sources.
- d) Where it comes under the authority of The Green Charity.