

# MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

## 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, sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Under the Act each public authority is required to adopt and maintain a Publication Scheme. This scheme will provide the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The Scheme must set out how it intends to publish the different classes of information it makes available and whether it intends to charge for providing the information.

### Our scheme for publishing information commits us:

- To proactively publish or otherwise make available to the public as a matter of routine, information, which is held by the authority and falls within the classifications below.
- To specify the information that is held by the authority and falls within the classifications below, under the Publication Scheme heading.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

### The information which we will not disclose:

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, including information that is personal about employees and councillors (other than the Disclosure of Interests) and tenders and bids from contractors and suppliers. 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

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 us for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament and 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 schedules of fees which is readily available to the public.

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.

### **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.

### **Publication Scheme**

The Parish Council's Publication Scheme is available on the website or from the Parish Clerk. It gives details of how the information can be obtained and sets out any costs associated with the provision of documents, if appropriate.

Listed below is information contained in the Scheme that can be obtained. Please read the Publication Scheme for other methods of accessing information on the Parish Council's services.

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how are we doing
- Class 4 – How we make decisions
- Class 5 – Our Policies and Procedures
- Class 7 – The services we offer

### **Parish Council Contact Details**

For more details about the information available from the Parish Council please contact the Parish Clerk in writing, by phone or email:

Mrs Emma James  
3 Hornapark Close  
Lifton  
Devon PL16 0BE

07742 557982  
clerk@magpc.co.uk

Signed: Chairman \_\_\_\_\_

Date \_\_\_\_\_