

Freedom of Information Act 2000

Publication Scheme
of the

ST. KEW PARISH COUNCIL

Introduction

The Freedom of Information Act requires all public authorities, which includes St. Kew Parish Council, to adopt and maintain a publication scheme.

This is St. Kew Parish Council's scheme under the Act. The idea of the scheme is to let everyone know what information will be automatically, or routinely, published by the Parish Council. The way that the Act does this is to require that the schemes specifies classes of information. The way that we have arranged this in the scheme is to set out six classes or categories which are:-

- The Council Internal Practice and Procedure
- Code of Conduct
- Periodic Electoral Review
- Employment Practice and Procedures
- Planning Documents
- Audit and Accounts

The rest of this document deals with those classes. In each case the scheme gives the title of the class, a definition, as appropriate an explanation and finally a description of how the information can be seen, i.e. whether it is located on the website or available as copy from the Parish Clerk.

In other words - what the information is, what is included, what it is about and where it is. The description of each class will also have to contain any exemptions, i.e. information that might fall within the broad definition that will not be routinely published. It will be seen that under this scheme, that applies to personal staffing records, commercially sensitive information, copies of planning documentation, i.e. structure plan, development plan and all such items that can be obtained from the District or County Councils.

In preparing this scheme we have had regard to the public interest. We have taken notice of the sort of information that people normally ask for and what they are interested in. We have also had regard overall to the public interest of disclosure of information in the interests of open and accountable local government as well as having regard to information which is already published and the rights that the Freedom of Information Act will in due course bring to everyone when the public access provisions come in under the legislation in 2004.

The scheme and this new legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that we otherwise publish outside the scheme.

A small amount of the information that we hold is personal and private to individuals.

The Council has appointed the Parish Clerk who is based at Belle Vue, 12 Burnards Lane, Bodmin PL31 2LP e-mail clerk@stkewparish.org.uk the officer responsible for

this scheme on behalf of the Council and also as responsible for maintaining the scheme on a day to day basis.

The Parish Council is also the Data Controller for the Council and so any issues about personal data will also be dealt with by the Parish Council. Additionally the Parish Council deals with complaints. The Council has a set complaints procedure and any complaints about Data Protection or the Freedom of Information Act or other services generally may be dealt with by contacting the Parish Clerk.

The opportunity to complain to the Council does not limit any rights people have to complain to the Information Commissioner (again, either about Freedom of Information or Data Protection) at the following address:-

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Fax :01625 524 510 DX: 20819 Wilmslow

Tel: 01625 545 745 e-mail : data@dataprotection.gov.uk.

It is anticipated that a publication scheme would be reviewed, renewed and submitted to the Information Commissioner every three years.

The relevant information under each class will automatically be published and or updated as required.

This publication scheme itself will be made available on our website and will be available from the Parish Clerk, This publication scheme and the documents to which it refers are available in English. If people have any difficulty with access or require large print or otherwise require particular assistance, they are invited to contact the Parish Clerk.

No charge will be made by the Council for examining the information within this publication scheme. A charge may be made at rates determined from time to time by the Council for any photocopies sought.

This publication scheme does not refer to any other executive agencies. In other words the information it defines and classifies relates to St. Kew Parish Council only.

The Publication Scheme should set out what this authority's responsibilities are.

If you have any suggestions about this scheme, please contact the Parish Clerk.