

**Haswell Parish Council  
PUBLICATION SCHEME  
FREEDOM OF INFORMATION ACT 2000**

This document is the information publication scheme for Haswell Parish Council and was adopted on 21<sup>st</sup> October 2002 Revised June 11

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Most of the information is available to all members of the public at the Council Offices by appointment. An exception to this is those records and papers which have been lodged with the County Archivist.

These are as indicated.

**Exempt Material**

Certain information will not be available, e.g.: Personal information relating to Councillors (other than required to be declared in Register of Interest) or employees; Tenders and quotations received; general correspondence sent or received. Also, the Data Protection Act 1998 and other legislation prohibit the publication of certain categories of information. Assistance will be provided on request.

**Charging Policy**

Information can be inspected at the Council Offices, free of charge, by appointment. Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at a cost of 10p per sheet.

A detailed search of records may be subject to a charge for staff time, at the Council's discretion

**Review of Policy**

This Policy was approved by Council at its meeting on 21<sup>st</sup> October 2002 and will be reviewed periodically. The most recent review was April 2017.

**Availability**

Under Data Protection legislation, the Council is required to review regularly the information that it keeps and to destroy any which does not form part of its necessary records.

**INFORMATION TO BE PUBLISHED  
METHOD OF PUBLICATION**

<b>Section No 1: Council Internal Practice and procedure Sect</b>	<b>Title</b>	<b>Method</b>	<b>File</b>	<b>Location in Offices</b>
1.1	Minutes of Council, Committees and Sub-Committees	Can be inspected at the Council Offices May be on Council's web-site	MINUTE BOOKS	Council offices
1.2	Procedural Standing Orders	Can be inspected in Council Offices		Council offices
1.3	Councils Annual Reports Current Year Prev Years	Can be inspected in Council Offices May be on council's web-site		
1.4	Agendas and Supporting papers for Current Year	Displayed on Community Notice board Can be inspected in Council Offices on website	AGENDAS & INFO	Council offices