



HASWELL PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Date Reviewed:	May 2023
Reviewed by:	Janet Wainwright - Clerk
Ratified by:	Full Council
Date Ratified:	October 2002, June 2011, May 2021

Freedom of Information Policy

Haswell Parish Council

PUBLICATION SCHEME

FREEDOM OF INFORMATION ACT 2000

This document is the information publication scheme for Haswell Parish Council

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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 below:

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 Parish Council's discretion

Review of Policy

This Policy was approved by Council at its meeting on 21st October 2002 and will be reviewed periodically. The most recent review was May 2023.

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				
Section	Title	Method	File	Location
1	Minutes of Council, Committees and Sub Committees	Can be inspected at the Council Offices. Council Minutes on website.	Minutes of Meetings	Parish Council Office
2	Procedural Standing Orders	Website Can be inspected at Council Offices	Procedures File	Parish Council Office. Website
3	Councils Annual Reports Current and Previous Year	Can be inspected at Council Office	Minutes Files	Parish Council Office
4	Agendas and supporting papers for the current year	Website (Agenda) HPC Notice Board (Agenda) Can be inspected at Parish Council Office.	Minutes File	Parish Council Office