

The Freedom of Information Act 2000

Bretton Parish Council was founded in 1984, has always been open and will continue to seek ways of being more open for the benefit of the residents of Bretton.

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information. With effect from the 1st January 2009 the Information Commissioner's Office (ICO) is changing the emphasis to a generic model.

Introduction

The main aim of Bretton Parish Council is to aid the residents of Bretton to have a community, which benefits the whole of the area. It is the duty of the Parish Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Parish Council is involved. The information will be formally published either as printed material or in electronic format or available through the website.

It is expected over time that the amount of information available will increase and additional classes will be added. So far, the Classes have been grouped into the following categories: -

1. Council Internal Practice and Procedures
2. Code of Conduct
3. Periodic Electoral Review
4. Employment Practice and Procedure
5. Planning documents
6. Audit and Accounts
7. Development and Implementation of Policy
8. Byelaws
9. Residents' correspondence
10. Council Circulars and Newsletters
11. Arts, Entertainments and Tourist Information
12. Allotments
13. Best Value

Exemptions

It is Bretton Parish Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Parish Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Parish Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld, you are referred to the section on 'Complaints Procedures'.

Archiving Policy

It is impossible for Bretton Parish Council to keep all information forever therefore in line with the Parish Councils Records Management Policy it will be either destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived, then the County Record Office will need to be contacted directly.

Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting: -

The Clerk
Bretton Parish Council
Unit 2&3, Pyramid Shopping Centre
Bretton
Peterborough,
PE3 8NY
Tel: 01733 263019
Email: parishoffice@brettonparishcouncil.onmicrosoft.com

Alternatively copies of information can be supplied either in paper format or electronically.

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc. However if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Parish Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within the three months, then the request will laps.

The Parish Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

Complaints

Any complaints concerning the publication scheme should be forwarded to: -

Chairperson
Bretton Parish Council
C/O Unit 2&3, Pyramid Shopping Centre
Bretton
Peterborough,
PE3 8NY