

# Carlyon Parish Council

## Freedom of Information Act: Model Publication Scheme

### **1. Recommendations**

- 1.1 The Parish Council at its meeting on 16 June 2009 agreed:
- (i) To adopt the Publication Scheme as set out in appendices (i) and (ii);
  - (ii) In the interests of openness and transparency, to waive charges for the present and that this be reviewed in 6 months;
  - (iii) to authorise the Clerk to publicise the adoption of the Scheme and delegate responsibility to her to update the Scheme as necessary, subject to an annual review by Members.

### **2. Further Information**

2.1 Local Councils are subject to the Freedom of Information Act. The key implications of this are that they have to publish and maintain a Publication Scheme, setting out which documents they make available to the public and that they have to respond to requests for further information made under the Act.

2.2 In terms of the publication scheme, local councils have to adopt two documents: a guide to the publication scheme produced by the Information Commissioner (Appendix 1) and a list showing which standard local council documents they publish and do not publish under the Scheme (this again follows a model template and a proposed version is set out in Appendix 2)

2.3 Local councils are entitled to charge the actual cost of providing information to those requesting it. Appendix 2 lists a charge of 10p a sheet, which is an accurate reflection of photocopying costs. In the interests of openness and transparency however, the Parish Council has agreed to waive charges for the present; if there are a large number of requests, this may be reviewed.