

# **HAWKWELL PARISH COUNCIL**

## **FREEDOM OF INFORMATION POLICY**

This publication scheme has been prepared and approved by the Information Commissioner. This publication scheme, adopted by Hawkwell Parish Council in April 2013, commits the Council to make information available to members of the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council.

This scheme commits Hawkwell Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classification below.
- To specify the information which is held by the Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a scheme of fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Methods by which information published under this scheme will be made available:**

- Where it is within our capability, information included within the scheme will be published on our website so please check the website in the first instance.
- Where it is impracticable to make information available on our website, or if an individual does not wish to access the information by the website, hard copies or e-mail copies can be requested.
- In addition it will be possible to view/inspect other documents by contacting the Clerk, either via the telephone, e-mail or in writing. Some documents require some time to locate so it may be necessary to make an appointment at a mutually convenient time within a reasonable timescale. Please note the Parish Office hours of work are between 9.30am and 2.00pm Monday to Friday.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

2013