



GERRARDS CROSS PARISH COUNCIL

PUBLICATION SCHEME



FREEDOM OF INFORMATION ACT 2000

Introduction

The Freedom of Information Act 2000 (FOI Act) became law in 2005 and came into force on the 1st January 2005. The Act allows people access to standard information held by an authority and to request specific information.

Published Information

The FIO Act requires all public bodies to have a Publication Scheme in place, which is in essence a directory of all the information that we already provide or intend to provide, whether there is a charge and how to request a copy.

The list of information that is available from Gerrards Cross Parish Council is shown on the following pages. The list is split into classes of information as follows:

Class	Page	Details
1	3	Who we are and what we do
2	4	What we spend and how we spend
3	4	Our priorities are and how we are doing
4	5	How we make decisions
5	5	Policies and Procedures
6	5	Registers and Services

Other Information – not listed

In addition to accessing standard information via the publication scheme, a person may make a request for specific information to any public authority and the authority must deal with it in accordance with the provisions of the Freedom of Information Act. This can be done via e-mail: clerk@gerrardscross.gov.uk, telephone 01753 888018 or by writing to The Clerk, Gerrards Cross Parish Council, South Lodge, East Common, Gerrards Cross, Buckinghamshire SL9 7AD. Please state as much detail as possible about the information that you are looking for to help us locate it. You will receive a response within a calendar month. Where any charges apply you will be informed of these before the information is provided.

Exemptions

Nothing in this scheme shall override:

- The Councils discretion to withhold exempt information pursuant to schedule 12A of the Local Government Act 1972; or
- The requirement to withhold confidential information pursuant to Section 100a (3) of the Local Government Act 1972.

Personal Data

The Freedom of Information Act 2000 does not deal with this. The relevant legislation is the Data Protection Act 1988. The FOI Act will not make public any private and confidential information that is held. Therefore your private affairs and business with the Parish Council as an individual is not subject to this publication scheme.

Complaints

The Parish Council has a set complaints procedure and any complaints about this scheme, the FOI Act, Data Protection or indeed any service of the Parish Council can be raised under our procedure. Details can be obtained from The Clerk to the Council at the Parish office.

The opportunity to complain to the Council does not limit any rights people have to complain to the Information Commissioner at the following address.

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 01625 545 745 data@dataprotection.gov.uk

Details of the Publication scheme itself are on our website and at the Parish office.

Charges

There will be no charge for the first 20 pages of information requested. Subsequent pages will be charged at 20p per sheet plus postage.

CLASS 1-Who we are and what we do.

All the organisational or structural information about the Parish Council is on our web site or can be obtained from the Parish Office.

Parish Council Agendas and Minutes - Legal requirement under the Local Government Act 1972, sec 100b and 100c.

Available on request from the Parish Office and on the Council website.

Councillor (Member) contact details

Details of Councillors, their wards and telephone numbers are available on request from the Parish Office and on the Council website.

CLASS 2 –What we spend and how we spend it.

All the financial information relating to projected and actual income and expenditure can be obtained from the Parish Office

Financial Information

This class covers all details of the Parish Councils finances which is covered by the Accounts and Audit Regulations 2003 and are available on request from the Parish Office and on the Council website.

CLASS 3 –What our priorities are and how we are doing

Plans and Strategies

Under The Local Authorities (Executive Arrangement) Access for Information) England Regulations 2000 there is the legal requirement for any forward planning agreed by the Parish Council to be available.

These documents, such as a Parish Plan will be available on request from the Parish Office and on the Council website.

Annual Parish Meeting

Gerrards Cross is a Quality Parish Council and the annual Parish Meeting is held in April/May every year. Each Committee gives a full report of the years progress and problems.

These reports, will be available on request from the Parish Office and on the Council website.

CLASS 4 –How we make decisions

The annual time table of meetings is available on all notice boards, the web site and from the Parish Office.

All agendas and minutes are available on request from the Parish Office and on the Council website.

The Commons Bye-laws are on all notice boards and displayed on the Common.

CLASS 5- Policies and Procedures

Standing Orders

Parish Council Standing Orders – Legal requirement under the Local Government Act 1972, sec 106 and 135 and schedule 12 para. 42; and Local Government and Housing Act 1989 sec. 20.

Available on request from the Parish Office and on the Council website.

Class 6 -List and Registers & Class 7 – Services we offer

As we are a small Parish Council there are very few of these sections that are appropriate for us to action but should you have any queries please contact the Clerk who would be pleased to assist you in any way.

