



OAKLEY AND DEANE PARISH COUNCIL

POLICY FOR FREEDOM OF INFORMATION

Oakley & Deane Parish Council is committed to openness and accountability and already makes large amounts of information available to the public through the Oakley & Deane website, Link - the village magazine, the Parish Clerk (e-mail or telephone) and village noticeboards.

Oakley & Deane Parish Council first adopted the Freedom of Information Act Model Publication Scheme on 1st July 2016.

The Freedom of Information Act

Under the Freedom of Information Act, every public authority has a duty to adopt a 'publication scheme.' Oakley & Deane Parish Council adopted the Model Publication Scheme which provides a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Further information about the Freedom of Information Act is available from the Information Commissioner's Office at www.ico.gov.uk.

Freedom of Information Requests

Please note that the model publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide (see page 3 onwards) can still be requested and it will be made available unless it can be legitimately withheld. Freedom of Information requests should be made in writing (or email) to the Parish Clerk who will reply within 20 working days after receipt. Should a personal visit to view information be required, an appointment with the Clerk will be necessary.

More details concerning the model publication scheme

This model publication scheme has been prepared and approved by the Information Commissioner and will be valid until further notice.

The Publication Scheme indicates what information is covered and how it can be obtained. Wherever possible, information will be provided on the Oakley & Deane Parish Council website (www.oakleydeane-pc.gov.uk). Where it is impracticable to make information available on the website, or when an individual does not wish to access the information from the website, we have indicated how information can be obtained by other means and will provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Please contact the Clerk (see details below).

Information will be provided in the language in which it is held or in such other language that is legally required.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on the Parish Council pages of the village website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

This policy was first adopted by Oakley & Deane Parish Council on 1st July 2016, and readopted on the 8th February 2024.

Date of next review: 8th February 2026 or when legislation changes whichever is earlier.

Contact details:

Mrs Nicola Beere – Parish Clerk Oakley & Deane Parish Council

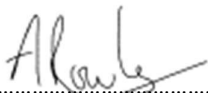
Landline: 01256 780886

Mobile: 07983 500372

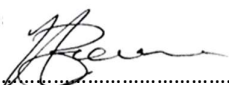
E-mail: clerk@oakleydeane-pc.gov.uk

Oakley and Dean Parish Council

Chairman


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Paish Clerk


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