

CROSSWAYS PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 (2009 REVIEW)

PUBLICATION SCHEME

Background The Freedom of Information Act aims to encourage greater openness and less secrecy by public authorities. To comply with this Act the government requires that all Councils adopt and maintain a publication scheme. This publication scheme is required to list details of documents available for inspection, the processes involved, the place documents can be seen and charges made for copies if applicable.

FREEDOM OF INFORMATION ACT 2000 – On the 29th January 2009, Crossways Parish Council adopted the Model Publication Scheme. A copy of the publication scheme is available from the Clerk to the Council. This and the documents referred to in the Scheme are available from the office of the Clerk to the Council at 7 Pauls Way, Crossways, Dorchester, Dorset by appointment at a mutually convenient date and time. The Council agree to make documents available on request and by appointment at Crossways Library during opening hours or at the Sports Pavilion at a mutually convenient date and time. The list of publications and the Model Publication Scheme is also available on the Crossways web site.

This scheme is administered by the Clerk to the Parish Council, Mrs Kate Allsopp, 7 Pauls Way, Crossways, Dorchester, Dorset, DT2 8UW. Tel: (01305) 458869 Email: crossways@dorsetparishes.gov.uk

The Scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine information including environmental information, which is held by the authority and falls within the classification below.
- To specify the information which is held by the authority.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained in 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 schedule of fees charged for access to information is made proactively available. To make this publication scheme available to the public.

The Freedom of Information Act is governed by the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: (01625) 545745 Fax: (01625) 524510 Email: data@dataprotection.gov.uk