

Freedom of Information

What is the Freedom of Information Act?

The Act requires all public authorities, including Councils, to be open with information. The Act gives a general right of access to all types of recorded information held by the Council. It sets out exemptions from that right and places various obligations upon the Council. The Act comes into force in two stages. From February 2003 the Council must adopt and maintain a Publication Scheme. From January 2005 any person who makes a request to the Council, in writing, for information must be informed whether the Council holds that information and, subject to exemptions, supplied with that information.

What is a Publication Scheme ?

A Publication Scheme is a guide to the information that the Council routinely publishes. It includes all forms of information from a bound book or brochure to a mass produced leaflet and web based information.

The purpose of the Publication Scheme is to ensure that a significant amount of information is available without the need for a specific request. The Publication Scheme sets out the classes of information that it publishes or intends to publish; how the information in each class is, or is intended to be published and any charge that may apply.

The officer responsible for the Publication Scheme is Sally McLean. You can contact her on 01403 733881 or [e-mail](#) her. The Publication Scheme was approved by the Information Commissioner in 2003 and the scheme was updated with effect from 1st January, 2009.

Details of publications in the publication scheme:

Core Classes are:

Practice and Procedure: Minutes (last two years) Standing Orders, Annual Report;

Code of Conduct: Copy of declarations of acceptance and register of interests

Electoral Review: Last electoral review and or boundary review (it is suggested you contact the District Council for these items)

Planning Documents: Responses to planning (Excludes Consultation of Local Plans, footpath maps)

Audit & Accounts: Final Return Form, Receipts and Payments, Financial Regulations (Exclusions: Quotations, Loans, Tenders, Insurances)

Formats available

In addition to being available on the Council's website, the complete Publication Scheme is available in paper format.

Charging

The Council wishes to make as much information as possible available free of charge. However some publications will require a small charge of 10p per sheet to cover administration costs etc. Where a search has to be made which is likely to exceed 18 hours then there will be a charge of £25 per hour.

Feedback

The Council welcomes comments and suggestions on how it can improve the scheme as it is important that the Scheme meets your needs.

Please send your comments to:

The Clerk to the Council, 2, Coltstaple Cottages, Coltstaple Lane, Sedgwick, Horsham, RH13 9BB

Telephone: 01403 733881

OR by e-mailing clerk@slaughampc.org.uk