

SOUTH CROXTON
PARISH COUNCIL
PUBLICATION SCHEME

Reviewed on 5th July 2021

Signed
Date 26th July 2021

SOUTH CROXTON PARISH COUNCIL PUBLICATION SCHEME

Reviewed 5th July 2021

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Our scheme for publishing information (either in print or on the web) commits us:

- 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 classifications below.
- To specify the information which is held by the authority 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 schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public in accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

The information contained in each class is available by inspection by contacting Clerk to the Council: Mr S C Johnson 15 Ashby Road Gaddesby Leicestershire LE7 4WF

Telephone 01664 840699, Email clerk@southcroxtonparish.org.uk

Any requests for information will be responded to within 20 days.