

## **Lytchett Matravers Parish Council**

### **Policy and procedure for handling requests for information – December 2008**

As recorded under minute 13 of the Full Council meeting on 15<sup>th</sup> December 2008, the Lytchett Matravers Parish Council resolved to adopt the Model Publication Scheme for the provision of information requested by members of the public.

The Council's policy for the publication of information, and its procedures for responses to requests for information, as listed in the Lytchett Matravers Parish Council Guide to Information, will be in accordance with the Model Publication Scheme.

The Model Publication Scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications listed below.
- To specify the information which is held by the Parish Council and falls within the classifications listed below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the Model Publication 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 Council makes available under the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the Model Publication Scheme available to the public.

### **Classes of information**

Who we are and what we do

What we spend and how we spend it

What our priorities are and how we are doing

How we make decisions

Our policies and procedures

Lists and registers

The Services we offer.