Tawstock Parish Council
Publication Policy

Tawstock Parish Council (The Council) acknowledges its duty to keep the public aware of its workings and decisions and is committed to make available information as part of its normal business activities.

This policy commits The Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below
- To specify the information which is held by The Council 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 policy
- 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 this policy
- To make this publication policy available to the public
- To publish any dataset help by The Council that has been requested, and any updated versions it holds, unless The Council is satisfied that it is not appropriate to do so; To publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; And, if any information in the dataset is a relevant copyright work and the public authority is the only owner, the make the information available for re-use under the terms of the Re-Use Of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act Section 19. The term 'Dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that act

Classes of Information

- **Who we are and What we do**
    - Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it**
    - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing**
    - Strategy and performance information, plans, assessments, inspections and reviews
- **How we make our decisions**
    - Policy proposals and decision. Decision making processes, internal criteria and procedures, consultations

- **Our policies and procedures**
    - Current written protocols for delivering our functions and responsibilities
- **Lists and Registers**
    - Information held in registers required by law and other lists and registers relating to the functions of The Council
- **The Services we offer**
    - Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered

The Classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or it is difficult to access for similar reasons

The Method by which Information published under this Policy will be made available

The Council will indicate clearly to the public what information is covered by this policy and how it can be obtained

Where it is within the capability of the public authority, information will be provided on The Council's website. Where it is impracticable to make information available on a website or when the individual does not wish to access the information by the website, The Council will indicate how information can be obtained by other means and provide it by those means

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timeframe.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

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 policy.

Charges which may be made for information published under this policy

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

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

Charges may be made for actual disbursements incurred such as Photocopying; postage and packaging; and the costs directly incurred as a result of viewing the information.

Charges may also be made for information provided under this policy where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with the published schedule or schedule of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-Use of Public Sector Information Regulation 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or other statutory powers of the public authority.

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

Written Requests

Information held by The Council that is not published under this policy can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

Adopted 18 March 2025