



Publication Scheme (including FOIA)

1. Introduction

This Publication Scheme is prepared in accordance with Section 19 of the **Freedom of Information Act 2000**. It sets out the classes of information that Hillam Parish Council routinely publishes and how this information can be accessed.

Hillam Parish Council has adopted the **ICO Model Publication Scheme** and is committed to making information available proactively to promote transparency and accountability.

2. Purpose

The purpose of this scheme is to:

- Enable members of the public to access information without needing to make a formal FOI request.
- Outline what information is available, how it can be accessed, and any associated costs.
- Support the Council's commitment to openness and good governance.

3. Classes of Information

The following classes of information are routinely published:

1. **Who we are and what we do**
 - Council structure, councillor details, contact information, meeting venues.
2. **What we spend and how we spend it**
 - Annual accounts, budget, precept, financial regulations, grants awarded.
3. **What our priorities are and how we are doing**
 - Parish plans, annual reports, strategic documents.
4. **How we make decisions**
 - Agendas, minutes, consultation documents, decision-making processes.
5. **Our policies and procedures**
 - Standing orders, code of conduct, complaints procedure, data protection policies.
6. **Lists and registers**
 - Asset register, declarations of interest, planning applications.
7. **The services we offer**
 - Public spaces, events & community initiatives.

4. Accessing Information

Information is available:

- On the Council's website: <http://hillamparishcouncil.gov.uk>
- By email request to the Parish Clerk: clerk@hillamparishcouncil.gov.uk
- In hard copy upon request (charges may apply)

5. Charges

Information is generally free of charge unless:

- A printed copy is requested
- The request involves significant staff time or postage

Charges will be reasonable and based on actual costs. A schedule of fees is available on request.

6. Exemptions

Some information may be withheld under exemptions permitted by the FOI Act, Environmental Information Regulations (EIR), or UK GDPR. These include:

- Personal data
- Confidential or commercially sensitive information
- Information not held by the Council

7. Making a Freedom of Information Request

If the information you seek is not listed in this scheme, you may submit a formal FOI request to:

Parish Clerk
Hillam Parish Council
43, Chapel Street,
Hambleton,
Selby,
YO8 9JG

Email: clerk@hillamparishcouncil.gov.uk

Requests must include:

- Your name and contact details
- A clear description of the information sought

The Council will respond within 20 working days.

Version	Date of Meeting of Adoption
V2	4/11/2025