

## Bassingbourn-cum-Kneesworth Parish Council

### Freedom of Information Policy

Bassingbourn-cum-Kneesworth Parish Council shall:

1. 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 classes set out in the Publication Scheme.
2. Specify the information which is held by the Council and falls within the classes set out in the Publication Scheme.
3. Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
4. 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.
5. Review and update on a regular basis the information the Council makes available under this scheme.
6. Produce a schedule of any fees charged for access to information which is made proactively available.
7. Make the publication scheme available to the public.