

# Bersted Parish Council's Statement of Public Task 2018

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This statement describes Bersted Parish Council's Public Task for the purposes of the Re-Use of Public Sector Information Regulations 2015 (the Re-use Regulations). Reuse means the use of public sector information for a purpose other than the initial purpose for which it was produced, held, collected or disseminated.

## 1. Background

Bersted Parish Council is supported by staff based in offices in Jubilee Hall. Bersted Parish Council is responsible for many areas of our daily life in the Parish.

## 2. Public Task

Bersted Parish Council exercises its functions (in other words, powers and duties) in areas which are devolved to it under various Acts of Parliament e.g. Local Government Acts. Its functions are set out in numerous Acts of Parliament and many of these functions have associated legal duties. A comprehensive list of all duties and statutes applicable to local authorities (not all of which apply to Bersted Parish Council) can be found at <https://data.gov.uk/dataset/statutory-duties-placed-on-local-government>

The role of Bersted Parish Council includes the following purposes:

1. Provision of Parish Council services.
2. Financial transactions including payments, grants and benefits.
3. To ensure the Council meets its statutory obligations, including those related to diversity and equal opportunity

## 3. Access and Licensing

The information that we collect and create is done so in accordance with our public task. Unless the information is excluded by the Re-use Regulations, all information held by Bersted Parish Council is available for re-use. Examples of exclusions include where a third party holds the copyright for the information or where access is restricted under other legislation such as the Data Protection Act 1998 and 2018, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the INSPIRE regulations.

Details of information that we have already published for re-use can be found on our website under our Publication Scheme. The majority of information released, will be done so under an [Open Government Licence](#). Permission to re-use previously unreleased information is subject to access issues being resolved. Requests for access and re-use may be made simultaneously.

## 4. How to make an application

If you wish to submit a request to re-use information you should:

1. submit your request in writing;
2. give your name and address;
3. specify which information you want to re-use; and
4. state the purpose for which the information is to be re-used.

Send to:

Clerk to the Parish Council  
Bersted Jubilee Hall  
Chalcraft Lane  
North Bersted  
Bognor Regis  
PO21 5TU

Email: [clerk@bersted-pc.gov.uk](mailto:clerk@bersted-pc.gov.uk)

The Council must normally respond to requests before the end of the 20th working day beginning with the day after receipt. However, the time can be extended in complex cases.

## **5. Complaints**

This statement is regularly reviewed. If you have any queries on this public task statement you can contact us. If you have a complaint about Bersted Parish Council under the Re-use Regulations, you can contact us at [clerk@bersted-pc.gov.uk](mailto:clerk@bersted-pc.gov.uk).

If you remain unhappy with our response, you can make an appeal to the Office of Public Sector Information:

Online at: <http://www.opsi.gov.uk/psi/>

By mail at: London Office, OPSI, 102 Petty France, London, SW1H, 9AJ

By telephone on: 020 3334 2799

## **6. Guidance on Re-use**

Guidance on re-use is available at:

<http://www.nationalarchives.gov.uk/information-management/re-using-public-sectorinformation/psi-directive-transposition-and-re-use-regulations/>