

Bedford Borough Council's Public Task Statement 2019

This statement describes Bedford Borough Council's Public Task for the purposes of the Re-Use of Public Sector Information Regulations 2015 (the Re-use Regulations). Re-use 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

Bedford Borough Council, a unitary authority, was established in 2009. It is responsible for many areas of daily life within the Borough of Bedford.

2. Public Task

Bedford Borough Council exercises its functions (powers and duties) in areas which are devolved to it under various Acts of Parliament e.g. Local Government Acts.

The role of Bedford Borough Council in those devolved areas is for the following purposes:

- Provision of council services.
- Regulatory, Licensing and Enforcement functions that the Council is obliged to undertake.
- Financial transactions including payments, grants and benefits.
- 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 Bedford Borough 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 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 and under our Publication Scheme. The majority of information released, will be done so under an Open Government Licence (OGL). 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 re-use information which is contained within Bedford Borough Council's website, including the Freedom of Information Disclosure Log or Publication Scheme then this is covered by the Open Government Licence (OGL) no request has to be made but re-users must follow the terms of the OGL.

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

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

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By any of the following means:

Online at: <https://www.bedford.gov.uk/council-and-democracy/data-protection-foi-eir/freedom-of-information/>

Email: freedomofinformation@bedford.gov.uk

Or send to:
Bedford Borough Council
Freedom of Information Team
Borough Hall
Cauldwell Street
Bedford.
MK42 9AP

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

5. Fees and Charges

- In most instances the Council has determined that it will not charge for the re-use of information or datasets; however, the Council reserves the right to decide on a case by case basis if a charge is to be made.
- When the Council decides to levy a charge for re-use, including the re-use of datasets, it will do so in line with the provisions set out within the Regulations.
- Any charge for re-use will be limited to the marginal costs incurred in respect of the reproduction, provision and dissemination of documents.
- The Council will not charge an applicant for costs incurred in respect of the cost of collection, production, reproduction and dissemination of documents if that cost has been included in any other fee charged under access to information legislation.
- Any fees charged will be in line with the Council's Access to Information schedule of charges.

6. 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 Bedford Borough Council under the Re-use Regulations, you can contact us at: freedomofinformation@bedford.gov.uk

If you remain unhappy with our response, you can make an appeal to the Information Commissioner:

- Online at: <https://ico.org.uk/global/contact-us/>
- By Telephone: 0303 123 1113
- By post to: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF