

GREAT COMBERTON PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Little Comberton Parish Council ('the Council') under the Freedom of Information Act 2000 ('the Act') and the Environmental Information Regulations 2004.

A request by an individual for Personal Information the Council holds about them is not covered under this policy but instead can be requested under the Data Protection Act 2018 and General Data Protection Regulation 2018; see the Council's Data Protection Policy. Personal Information does not include information about a deceased person.

The Freedom of Information Act requires the Council to publish a Publication Scheme and ensure it is available to view either on the Council's website, e-services@worcestershire.gov.uk/myparish or as a hard copy which is available from the Clerk, Little Manor, Main Street, Pinvin, Pershore / 01386 561879 / email greatcombertonpc@outlook.com

The Publication Scheme 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 classes set out in bold type below.
- To specify the information held by the council which falls within the classes below.
- 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 scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public

Classes of Information:

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and Registers**
- 7. The Services we offer**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Act.
- Information in draft form, unless this contradicts legislation.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access.

Charges which may be made for Information published under the scheme:

The publication scheme contains information relating to the charges that may be made for providing information that is not available online or is requested in a different format. These costs are subject to the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Procedure for applicants requesting information:

1. Applications requesting information in the first instance should be in written form such as letter or email and sent to the Clerk. The applicant is required to provide their name (not needed if requesting environmental information), a contact address and a detailed description of the information wanted, for example whether asking for all the information on a subject, or just a summary.
2. The applicant can ask for the information to be provided in a particular format such as paper or electronic copies, audio format, large print.
3. As soon as it is received by the Clerk the request for information will be marked with the date of receipt.
4. The council's reply to acknowledge receipt will be sent to the address provided, either by email or by post depending on the media in which the request was received or the applicant's wishes, with a copy of this policy and the attached Information Commissioner's Office (ICO) information for applicants. This acknowledgement will be sent within five days of receipt of request whenever possible. Office closure due to the Clerk's annual leave or similar circumstances may delay the acknowledgement.
5. Requests should include a clear statement of the information required; if the request is unclear the Council may ask the applicant to be more specific which may delay the Council's response. The Clerk will endeavour to advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
6. Where the information is contained within the Council's Publication Scheme and is published online, the applicant will be directed to the Council's website.
7. The Council will aim to respond to a request for information from an applicant under the above Act and regulations within 20 working days.
8. If payment is required under the scale of charges the 20 working-day period referred to in paragraph 7 starts on receipt of the payment.
9. The Council is not obliged to comply with repeated or vexatious requests.
10. Certain information held by the Council may be classified as exempt under the Act, in which case the Clerk will advise the applicant.
11. In some instances, in order to comply with Data Protection regulations, the information provided may exclude (redact) anything that will identify a living person.
12. After responding to the applicant, the Clerk will publish a summary of the FoI request and the Council's response on the Council's website.
13. The Council will review its Publication Scheme and this policy on an annual basis.

This policy was approved at the Great Comberton Parish Council - Meeting March 2021