

OLIVERS BATTERY PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

The Parish Council adopted the ICO Model Publication Scheme with effect from 1 January 2009 <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> This scheme enables members of the public to view and access information held by the Parish Council and the Oliver's Battery Publication Scheme can be found on Policies section of the website. The document is a short document setting out our high-level commitment to proactively publish information. It comprises seven commitments and seven classes of information. Without the publication scheme members of the public may not know what information the Council has available.

INTRODUCTION

The Freedom of Information Act 2000 gives everyone the right to request any recorded information held by councils and other public bodies. The Act also explains what is expected of councils and the types of information that needs to be made available.

OBPC is committed to being open and transparent about the work that it does and services that it provides for the local community. The Council will make as much information available as possible, to promote a greater awareness and understanding of the Council's policies, decisions and actions.

Wherever possible the Council will provide information through its website although there are other sources such as the parish noticeboard. The website holds the type of information which the Council routinely publishes eg agendas, minutes, policies and procedures, financial information, how we make decisions, the services we offer etc, so the information you require may be available already and you should therefore check this source first.

Where information is not electronically available or when an individual does not wish to access information electronically, they can contact the Parish Clerk via the details on the website and ask for the information to be made available to them.

MAKING A FREEDOM OF INFORMATION REQUEST

If the information is not included in the Scheme or on the website, you may send a written request for it.

Anyone can make a request for information: there are no restrictions on age, nationality or place of residence. You do not necessarily need to be a resident of Olivers Battery parish.

When requesting information, the enquirer does not have to mention the Freedom of Information Act, nor the reasons why the information is sought.

Freedom of Information requests, where necessary, need to be made in writing to the Clerk who is responsible for responding to requests - either by letter or email.

When making a Freedom of Information request the following information must be included:

- Name
- Address for correspondence
- A detailed description of the recorded information required

Most Freedom of Information requests will be free of charge. However, there may be a small charge for photocopies or postage. OBPC will notify the enquirer in advance if there are any charges associated with the request.

OBPC will respond to all Freedom of Information requests within 20 working days and will confirm to you whether or not it holds the information, advise you if a fee will be charged and provide you with the relevant information (after any relevant fee has been paid) unless an exemption applies. A full list of exemptions can be viewed on the Information Commissioner's website www.ico.org.uk.

OBPC can turn down a Freedom of Information request if it will cost more than £450 to respond to.

The Council may ask for the request to be more specific in order for the information to be provided.

REVIEWS

An up-to-date copy of this Policy shall be maintained on OB Parish Council's website. This will be reviewed annually, along with a review of what information we are publishing, ensuring we make newly-created information that falls within the scope of the scheme available promptly and replace or update information that has been superseded.