

# **FREEDOM OF INFORMATION**

## **1. Introduction**

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The Council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
  - Advise why, and give an estimated date by which the information will be provided, and
  - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

1.3 The Freedom of Information Officer is the Clerk who acts on behalf of the Council, and is responsible for ensuring Council compliance with the Freedom of Information Act 2000.

## **2. How to make a request**

2.1 A large amount of information is freely available on the Council's website, which can be found at Holmwood Parish Council.

2.2 The information can be requested the directly from the Council.

2.3 The preferred method for requesting information from the Council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to [holmwood.pc@btinternet.com](mailto:holmwood.pc@btinternet.com)

2.4 The request should provide as full a description as possible of the information required, and the preferred method for receiving the information.

## **3. Complaints**

3.1 The Council would normally expect the Clerk or other named officer to understand what information is asked for and be able to tell where it can be found. If the information received is not what has been asked for or need, contact should be made to the Clerk or named officer to clarify the requirements.

3.2 If the request has not been dealt with fairly and cannot be resolved on an informal basis, then the complaints procedure should be followed.

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3.3 If following the complaints procedure, it does not deal satisfactorily with the request, the Information Commissioner's Office should be asked to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone: 0303 123 1113

#### 4. Charges

4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage

Policy Adopted 13 March 2018

*Date adopted*