

# GREAT ABINGTON PARISH COUNCIL

## **FREEDOM OF INFORMATION POLICY AND PROCEDURE**

Based on the Freedom of Information Act 2000

Policy and Procedure for requests for information

Great Abington Parish Council operates in an open and transparent manner and is committed to making information available.

1. All requests for information under the Freedom of Information Act 2000, should be made in writing to the Clerk- harper802@btinternet.com. Any person making a verbal request for information, will be asked to make the request in writing, detailing where the required information should be sent.
2. The Council will provide thorough assistance to anyone seeking assistance or information.
3. The Clerk will make the Chairman aware that a request for information has been made, and whether the information sought is available in the form requested. The Clerk will make the Chairman aware of any charges that would be raised to provide the information and the timescale that the information will be sent to the correspondent. If the information is not available in part or full, a Refusal Notice for the unavailable information will be sent to the correspondent.
4. Requests for information will be acknowledged by the Clerk in writing within three working days of receipt of the written request and confirm when the information will be provided, which should be within 14 working days of receipt of the request. If it is not possible to provide the requested information within the 14 day timescale, an explanation for the delay should be given in writing to the correspondent and the date the information should be provided which should not exceed 14 working days of send the explanation letter.
5. An invoice will be sent to the correspondent giving an indication of the costs to provide the information requested up to a maximum charge of £50. If the charges are likely to exceed this level the Council may refuse the request and issue a Refusal Notice.
6. If a charge is made for the information, payment must be received before the information is sent. While the Council is awaiting receipt of payment the timescales outlined in (4), will not apply until the payment is received, at which point the timescales apply. If the payment is made by bank transfer, the correspondent should make the Clerk aware the payment has been made and once this has been confirmed by the Clerk, the timescales outlined in (4) apply.
7. If a Refusal Notice is necessary for a request a full explanation for the refusal should be given. There is a right of appeal to the Information Commissioner. The reasons a request may be refused are:
  - a) The information is available within the Public Domain at no cost.
  - b) The information requested is not available from the Parish Council. Every effort will be made to advise the applicant where they can obtain the information from.
  - c) The Parish Council is concerned that should the information requested be provided it would cause harm or annoyance.
  - d) The cost to provide the information requested would exceed the financial limit agreed by the Parish Council of £50.
  - e) If the time it would take the Clerk to gather the information requested exceeds 3 hours.

8. Should the information requested not be found in the Parish Council records the applicant should be advised as soon possible.
9. If the applicant pays the fee for the requested information and no exemptions apply the Council must supply the information requested.

Charges for printed information will be free for up to 3 sheets of A4 of information printed on one side. If printed information requested is more than 3 single sided sheets of A4, in total, the applicant will be charged 10p for every sheet of printed A4. A maximum of cost of £50 for printed information is permitted. Information can be supplied electronically free of charge. Any charges for information should be paid prior to the information be sent to the applicant.

Policy Adopted: 15<sup>th</sup> March 2021

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