Landulph Parish Council Freedom of Information Policy

Landulph Parish Council 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.

Under the Freedom of Information Act 2000, Landulph Parish Council has two main responsibilities – to produce and share information and to deal with individual requests for information.

General requests for information will be considered as part of Landulph Parish Council's normal day to day business. However, there are also statutory information access regimes that can be used to access specific information. This Policy concerns itself with that information which can be accessed under the Freedom of Information Act 2000.

In accordance with the Freedom of Information Act 2000, Landulph Parish Council has availability of information procedures. This information is a commitment of the Parish Council to make information available to the public as part of its normal business activities.

Wherever possible Landulph Parish Council will provide information through its website. Where information is available in a non-electronic form or when an individual does not wish to access information electronically, an individual can contact the Parish Clerk and ask for the information to be made available to them. Some information may only be available to view in person. In these circumstances an appointment to view the information will be arranged within a reasonable timescale.

Landulph Parish Council will ensure that members of the public are aware of the information that is made readily available to them and provide details of how this information can be accessed and any changes which may be applicable. This information is available through Landulph Parish Council's website.

Making a Freedom of Information Request

The Freedom of Information Act 2000 gives the public right to access 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. Anyone can make a request for information – there is no restriction on age, nationality or place of residence (they do not necessarily need to be a resident of the Parish).

Freedom of Information Requests 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 must be included:

- Contact details: name, address, telephone number.
- Detailed description of requested information.

When requesting information, the enquirer does not have to mention the Freedom of Information Act, nor the reasons why the information is sought. Most Freedom of Information requests will be free of charge. However,

there may be a charge for photocopying, printing and postage. If the cost of complying with the request exceeds the cost limit referred to in the FOI legislation, the Parish Council may supply the information and recover full costs (including staff time). Landulph Parish Council will notify the enquirer in advance if there are any charges associated with the request. Landulph Parish Council will respond to all Freedom of Information requests within 20 working days.

Exemptions

Anyone making a request to a public authority for information must be informed whether the public authority holds that information and can be supplied with it. Some information does not have to be revealed, such as personal information or commercially sensitive data. You can view a full list of these exemptions on the Information Commissioner's website – www.ico.org.uk .

Landulph Parish Council can turn down a Freedom of Information request if

- It would cost too much (if the cost exceeds £450.00) or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same individual.

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

If Landulph Parish Council refuses to provide the information requested, the enquirer can ask them to review their decision. If the enquirer is still not satisfied with the response received, they are advised to contact the Information Commissioner's Office.

Policy Review

This policy will be reviewed by the Council annually or when relevant legislation or guidance changes.

Contact Details

Clerk, Landulph Parish Council, Landulph Memorial Hall, Landulph, Cornwall PL12 6NF

clerk@landulphparishcouncil.gov.uk

Adopted by Landulph Parish Council Date:

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