

## **HAMBLETON PARISH COUNCIL – FREEDOM OF INFORMATION REQUEST POLICY**

### **1. Freedom of Information**

- 1.1 The Freedom of Information Act 2000 (FOI Act) came into force on 1 January 2005. It gives the right to request all types of recorded information held by public authorities.
- 1.2 The Act specifically states that: ‘any person making a request for information to a public authority is entitled:
  - a) To be informed in writing by the public authority whether it holds information of the description specified in the request.
  - b) If that is the case, to have that information communicated to him or her’.
- 1.3 A written request for information under the FOI Act must be dealt with within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.
- 1.4 If you wish to obtain information from Hambleton Parish Council, you should first check whether it is contained within the Council’s Publication Scheme.

### **2. Hambleton Parish Council Publication Scheme**

- 2.1 In accordance with the Freedom of Information Act 2000 Hambleton Parish Council has a publication scheme. The scheme contains a list of all the information Hambleton Parish Council makes available to the public either in hard copy format or electronically via the web or email.
- 2.2 The Publication Scheme is a guide to information routinely published by Hambleton Parish Council. It has been produced in response to the requirements of section 19 of the Freedom of Information Act 2000 but it also supports Hambleton Parish Council’s commitment to make information of public interest widely and easily available in the interest of open and accountable government. Much of the information is available through the Council’s website, but for other information or queries about the scheme please contact:

Clerk to Hambleton Parish Council  
Silverwood, Cartford Lane  
Little Eccleston, Preston PR3 0YP  
Tel: 01995 671499  
Email: hambletonpc@yahoo.co.uk

### **3. Requesting Information not found in the Publication Scheme**

- 3.1 If the information you are interested in cannot be found through the Publication Scheme, then you can make a request for information under the FOI Act. Requests must be in writing, must contain a contact name and address and must describe the information you want in enough detail.
- 3.2 All requests that we receive under the FOI Act will be dealt with promptly and no later than 20 working days after we receive the request. Please note that we may charge a fee for providing you with the information – you will be informed if a fee applies to your request.

3.3 If the information you have requested falls under any of the 23 classes of exempt information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case the Parish Council will let you know and explain why the information cannot be provided.

3.4 For any queries about making FOI requests or anything relating to freedom of information contact the Clerk at the above address.

#### **4. Complaints Procedure**

4.1 If there are any complaints arising out the Council's response to the Freedom of Information Act or its publication Scheme they should initially be made to the Clerk to the Parish Council as detailed above.

4.2 If the Clerk is unable to resolve a particular issue then the matter will be referred to full Council.

#### **5. Complaints to the Information Commissioner**

5.1 If a complaint arising from the Freedom of Information Act is not resolved following referral to full Council, the matter may be referred to the Information Commissioner at the following address:-

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

Reviewed at a meeting held on 7<sup>th</sup> February 2017

Signed:.....  
Chairman