

# Marston Sicca Parish Council

[www.marstonsicca-pc.gov.uk](http://www.marstonsicca-pc.gov.uk)

Email: [clerk@marstonsicca-pc.gov.uk](mailto:clerk@marstonsicca-pc.gov.uk)

Reg. Office: The Forge House, 6 School Street, Honeybourne, Evesham, WR11 7PJ

## FREEDOM OF INFORMATION POLICY

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Marston Sicca Parish Council ('the Council') under the Freedom of Information Act 2000 ('the Act') and the Environmental Information Regulations 2004.

The Freedom of Information Act requires the Council to publish a Publication Scheme and ensure it is available to view either on the Council's website or as a hard copy which is available from the Clerk.

**The Publication Scheme** commits the Council:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information which is held by the Council and falls within the classifications set out in bold below;
- To specify the information held by the Council which falls within the classes below.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by Members of the Public.
- To review and update on a regular basis the information the Authority makes available under this Scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available; and
- To make this Publication Scheme available to the Public.

### **Classes of information**

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and Registers**
- 7. The services we offer**

### **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;

-2-

- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access, or has been disposed of under the Council's Document Management Policy

### **Charges which may be made for information published under the scheme**

The publication scheme contains information relating to the charges that may be made for providing information that is not available or is requested in a different format.

### **Procedure for applicants requesting information**

- 1 Applications requesting information in the first instance should be in writing such as a letter or email and sent to the Parish Clerk. The applicant is required to provide their name, a contact address and a detailed description of the information wanted.
- 2 The applicant can ask for the information to be provided in a particular format such as paper or electronic copies and/or in large print.
- 3 The applicant should clearly state they are making their request under the Freedom of Information Act/Environmental Information Regulations
- 4 Requests should include a clear statement of the information required.
5. The Clerk will endeavour to respond to the applicant within 5 working days to a) acknowledge receipt and b) to advise whether the request is sufficiently clear to enable the provision of a full response or whether additional information is required.
- 5 The Council will aim to respond to a request for information from an applicant under the above Act and regulations within 20 working days.
- 6 If payment is required under the scale of charges the 20 working- day period referred to in paragraph 5 starts on receipt of payment
- 7 Certain information held by the Council may be classified as exempt under the Act, in which case the Clerk will advise the applicant.
- 8 In some instances, in order to comply with Data Protection regulations, the information provided *may* (redact) anything that will identify a living person.

This policy was approved at the Marston Sicca Parish Council meeting held on 21<sup>st</sup> March 2022. Review May 2023

