NAUNTON BEAUCHAMP PARISH COUNCIL

c/o The Rectory, Church Lane, Bishampton, WR10 2FA
Tel. 01386 462067, or email: nbparishcouncil@outlook.com

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 Naunton Beauchamp Parish Council ('the Council') under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Parish Council's Publication Scheme is available to view either on the Council website or as a hard copy which is available from the Clerk, Naunton Beauchamp Parish Council, The Rectory, Church Lane, Bishampton, WR10 2FA.

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 or parish meeting and falls within the classes set out in bold type below
- To specify the information which is held by the council or parish meeting and falls within the classes below
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme
- 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 council or parish meeting makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make the 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
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons

Charges which may be made for Information published under the scheme The publication scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

Information falling outside the scope of the publication scheme

This will continue to be dealt separately under the charging regime set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

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Procedure for applicants requesting information listed under Naunton Beauchamp Parish Council's Publication Scheme

1. Applications requesting information in the first instance should be in written form, signed by the applicant and sent to the Parish Clerk. Requests should include the applicant's name and address for a response.

2. Requests should include a clear statement of the information required (if the request is unclear the Council may ask the applicant to be more specific which may cause delay to the Council's response).

3. As soon as it is received by the Parish Clerk a written signed request for information will be marked with the date of receipt.

4. Where the information is reasonably accessible to the applicant via information within the Council's Publication Scheme, the applicant will be directed to the Scheme.

5. The Parish Clerk will advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.

6. The Council will aim to respond to a request for information from an applicant under the above act and regulations within 20 working days.

7. An application for Personal Information will not be dealt with under this procedure but will be responded to in accordance with the terms of the GDPR Act. Personal Information does not include information about a deceased person.

8. The Council is not obliged to comply with repeated or vexatious requests.

9. If payment is required under the scale of charges the 20-day period restarts on receipt of the payment.

10. Certain information held by the Council will be classified as exempt under the Freedom of Information Act. The Act provides for both absolute and qualified exemptions and where information is absolutely exempt there is no obligation under the Act to provide the requested information.

11. The Council will review its Publication Scheme on an annual basis.

This policy was approved at the Naunton Beauchamp Parish Council meeting held on September 3rd 2018

Signed:……
Chairman, Naunton Beauchamp Parish Council

Date of Review: September 2019.