

Baginton Parish Council

Requests for Information

The Parish Council have adopted a Model Publication Scheme. This represents the Council's commitment to release information proactively. A guide detailing the information routinely published and how this information can be accessed is detailed in the Publication Scheme available on the Council's website or as a hard copy.

N.B. Subject Access Requests relating to personal data are treated in strict accordance with the Subject Access Request Policy.

1. When a verbal request for information under the Freedom of Information Act 2000 is made, the applicant will be asked to put it in writing (an email will be accepted) giving their name, correspondence address and details of the information required. Information requested under the Environmental Information Regulations Act 2004 do not necessarily need to be in writing, however a written record of the conversation must be kept.
2. The Clerk may ask for the request to be reformulated to ensure that the description of information requested is valid. If there is difficulty in identifying or locating information, the applicant will be asked to provide further details
3. Responses to requests must be made within 20 working days. If an exemption is being considered, the applicant must be advised and given an estimated date of response.
4. The Clerk will check whether the Council holds the information requested. If the Council does not hold the information, or the request is to be transferred to a more appropriate public authority, the applicant will be advised, giving details as to why the information is not held, including if destroyed; provided that to confirm or deny information is held is not exempt (see paragraph 7).
5. A Fees Notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information, in accordance with the schedule of charges in the current Publication Scheme, up to a limit of £450; the Council may refuse requests which exceed this limit (in accordance with Information Commissioners Office recommendations). In this instance a refusal notice will be issued, which will include confirmation as to whether the information is held or not (unless the costs of this will exceed the limit) and the cost of retrieving the information. The applicant may reformulate their request; the Clerk will provide advice and assistance as appropriate.
6. Where a fee is to be charged, no information will be released until after the fee has been received; the 20 day period will be extended by up to three months awaiting pay. After the fee is received a response will be given within 20 days.
7. The Information requested will be checked for exemptions. If an exemption applies, the Clerk will issue a refusal notice stating upon which exemption it is relying and the reason why the exemption applies (if not apparent). The Council are not required to confirm or deny whether it holds information, if this constitutes disclosure of exempt information. The refusal notice will be issued together with the Council's procedures for dealing with complaints and details of the Information Commissioners Office should the applicant wish to exercise their rights to complain to them.
8. Provided the fee is paid (if applicable) and no exemptions apply the Council are obliged to disclose the information.

9. A formal system of logging requests and recording all key actions will be kept by the Clerk.