

# ELLISFIELD PARISH COUNCIL

## Policy and Procedure for Handling Requests for Information Freedom of Information (FOI)

### 1. Introduction

The Freedom of Information Act 2000 is an Act of Parliament intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

The Parish Council will comply with the requirements of the Act. and in particular, it has adopted a Model Publication Scheme. This represents the Council's commitment to release as much information as possible and inform the public how they can access it. A large amount of information is freely available on the Council's website at [www.ellisfield.gov.uk](http://www.ellisfield.gov.uk)

### 2. Procedure for requests

If you cannot find what you are looking for on the website, you can request information directly from the Council.

The following procedure applies.

1. In accordance with section 8 of the Act, requests must be put in written form (email will be acceptable) giving the name, correspondence address and details of information required. Requests for information do not need to refer to FOI. Anyone making verbal requests will be asked to put them in writing. They should be sent to [clerk@ellisfield.gov.uk](mailto:clerk@ellisfield.gov.uk) (the preference) or posted to  
  
The Clerk of Ellisfield Parish Council, c/o Medstead Parish Office, Roe Downs Road, Medstead, GU34 5LG.
2. The Parish Council shall provide advice to any member of the public seeking information.
3. The Clerk shall agree with the Chairman of the Parish Council whether the requested information is freely accessible, whether it is available in the requested form, whether a Refusal Notice needs to be served in respect of all or part of the requested information and what charges will be levied and the timescale for delivery of the information.
4. The Clerk shall acknowledge a request in writing within three days of receipt of the request and provide a date by which it is anticipated the information will be provided which shall be within 20 working days in normal circumstances. If it is not reasonably possible to provide the information within 20 working days of receipt of the information, the reasons for the delay and a target date shall be provided which must not exceed 40 working days.
5. A fee notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information within a limit of £450. The Council may refuse requests that exceed this limit in which case a refusal notice will be issued (see Policy Reference 6 and 7). Where a fee is to be charged, no information will be provided until after the fee has been received, the 20 day period will be extended by up to three months awaiting payment. After the fee has been received, a response will be given within 20 days.

6. If a Refusal Notice is issued in respect of all or part of the requested information it shall state that the Parish Council is relying upon an exemption and why it applies. Details of the Internal Review procedure shall be enclosed with the Notice and the right of appeal to the Information Commissioner.
7. If a Refusal Notice is issued in respect of all or part of the requested information for any of the following reasons:
  - a. The cost of complying with the request will exceed £450
  - b. The Parish Council is unable to identify the information despite every reasonable attempt so to do.
  - c. The Parish Council considers the request to be vexatious (i.e. to cause harm and/or annoyance rather than to obtain information)
  - d. The information has already been provided or is freely accessible without reference to the Parish Council then details of the right of appeal to the Information Commissioner shall be provided.
8. If the requested information cannot be found within the Parish Council records then the applicant shall be advised, accordingly, as soon as the search is completed. Details of the Internal Review procedure shall be provided and of the right of appeal to the Information Commissioner.
9. Provided the fee is paid and no exemptions apply the Council are obliged to disclose the information.
10. The Parish Council shall maintain a record of FOI requests.