

KILMERSDON PARISH COUNCIL

Freedom of Information Policy

Duties under Freedom of Information Act 2000

The Parish Council has the following duties:

- To adopt a publication scheme
- To confirm or deny they have the information being sought. The council may refuse to confirm or deny that the information is held.
- To supply the information requested within twenty working days, unless it is subject to one of various exemptions
- To supply the information in the format requested
- To provide advice and assistance to a requestor of information
- To give formal notice to the requestor should it refuse to provide the information requested.

Publication Scheme

Kilmersdon Parish Council adopted a publication scheme, which came into effect on 1st January 2009. This shows what the Council does and how to obtain information. The publication scheme is on the Council's website.

Process

A request must be submitted in writing by post or email stating the requestor's name, correspondence address and the information sought.

On receipt of that request, the Clerk will acknowledge the request and confirm or deny that the Council has the information sought.

The Clerk will respond within 20 working days. There is no need to refer the request to the Council.

If the request is refused, a refusal notice will be issued giving full details of the grounds for refusal.

The decision can be challenged through the parish council complaints procedure and, if still dissatisfied, the requestor can complain to the Information Commissioner's Office.

If information is available elsewhere the request can be refused and the requestor advised where the information may be sought.

Fees

Fees will be charged for photocopying and postage and payment requested in advance. The Council may not charge for the time taken to research and respond to the request. If it will take more than 18 hours the Council can refuse a request for further work. Details of charges are shown in the Council's Publication Scheme.

Exemptions

An entire request can be refused under the following circumstances:

It would cost too much or take too much staff time to deal with the request

The request is vexatious

The request repeats a previous request for the same person.

Review History	
Reviewed by the Parish Council, no changes	21/5/18
Reviewed by the Parish Council, no changes	20/5/19
Reviewed by the Parish Council, no changes	16/5/22
Date of next review	May 2023