

Cockshutt cum Petton Parish Council

INFORMATION REQUEST POLICY

This Information Request Policy
was adopted by the Council at the Meeting on 9 June 2016

Freedom of Information

The Freedom of Information Act 200 (FOI Act) came into force in 1 January 2005. It gives the right to request all types of recorded information held by public authorities.

The Act specifically states that:

‘Any person making a request for information to a public authority is entitled:

- a) To be informed in writing by the public authority whether it holds information of the description specified in the request.
- b) If that is the case, to have that information communicated to him or her’

Written requests for information under the FOI Act must be dealt with within 20 working days although further reasonable details can be requested in order to identify and locate the information. If a fee is required, the period of 20 working days is extended by up to 3 months until the fee is paid.

If you wish to obtain the information from Cockshutt cum Petton Parish Council, you should first check whether it is contained within the Council’s Publication Scheme.

Cockshutt cum Petton Parish Council Publication Scheme

In accordance with FOI Act Cockshutt cum Petton Parish Council has a ‘Publication Scheme’. The Scheme contains a list of all the information the Parish Council makes available to the public either in hard copy format or electronically through the web or email.

The Publication Scheme is a guide to information routinely published by Cockshutt cum Petton Parish Council. It has been produced in response to the requirements of Section 19 of the FOI Act but it also supports the Parish Council’s commitment to make information of public interest widely available in the interests of open and accountable government. Much of the information is available through the Parish Council’s website, but for other information or any queries about the Scheme, please contact:

Carole Warner

Parish Clerk

Orchard Cottage, Rowe Lane

Welshampton, Ellesmere, SY12 0QB

Tel: 01948 710672

email: clerk@cockshuttcupetton-pc.gov.uk

website: www.cockshuttcupetton-pc.gov.uk

Requesting information not found in the Publication Scheme

If you can't find the information you are interested in through the Publication Scheme, then you can make a request for information under the FOI Act. Requests must be in writing, must contain a name and address for the Parish Council to contact you, and must describe the information you want in enough detail that it can be found. There is a standard form you can use.

All requests that are received under the FOI Act will be dealt with promptly, and no later than 20 working days after the request is received. Please note there may be a charge for providing the information. The Parish Council will let you know if a fee applies to your request.

If the information requested falls under any of the classes of exempt information, as defined in the FOI Act, the Parish Council may not be able to supply you with the information. If this is the case, the Parish Council will let you know and explain why it cannot give you the information.

For any queries about making FOI requests or anything relating to 'freedom of information', contact the Freedom of Information Officer at the address below.

Cockshutt cum Petton Parish Council Complaints Procedure

If there are any complains arising out of the Parish Council's response to the FOI Act or its Publication Scheme they should initially be made to the Clerk to the Parish Council as detailed above.

If the Clerk to the Parish Council is unable to resolve a particular issue then the matter will be referred to full Council in accordance with the Parish Council's adopted Complaints Procedure.

Complaints to the Information Commissioner

If a complaint arising from the FOI Act is not resolved following referral to full Council, the matter may be referred to the Information Commissioner, at the following address:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545745
Fax: 01625 524510
Email: data@dataprotection.gov.uk

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