



ANGMERING PARISH COUNCIL FREEDOM OF INFORMATION 2021

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

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Introduction

The Freedom of Information Act 2000 is 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 council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme.
- Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information. The following website displays the exemptions <https://www.foi.directory/exemptions-freedom-information-act/>
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

How to make a request

A large amount of information is freely available on the council's website, which can be found at www.angmering-pc.gov.uk

If you are unable to find the information you are looking for, you can request the information directly from the council.

The only method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

Angmering Parish Council

The Corner House

The Square

Angmering

West Sussex

BN16 4EA

Or via email admin@angmering-pc.gov.uk

The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

Complaints

The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address:	The Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF
Website:	www.ico.gov.uk
Telephone:	0303 123 1113

Persistent Requesters

If you believe the request to be from a persistent requester, seek advice from the Monitoring Officer at Arun District Council.

Charges

Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

Information which is published and accessed on the council’s website is provided free of charge. Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet -black & white	Actual cost incurred
Photocopying @ 12p per A3 sheet -black & white	Actual cost incurred
Postage	Cost of Royal Mail standard 2 nd class postage

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	Low
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as low priority and should be assigned a review period of 3 years.

Meeting policy was approved at: Full Council Date: 08/11/2021

Date of next review: November 2024

