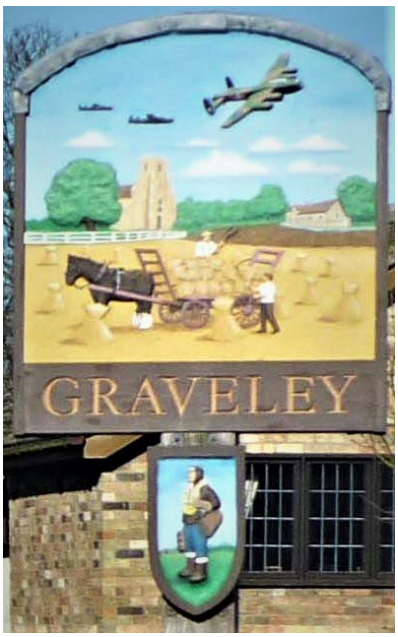


Freedom of Information Policy

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	02/11/22	07/05/2024	24/25-35.2
Version 1	Annual Review	02/01/26	14/01/2026	25/26-118

Graveley Parish Council Freedom of Information Policy

1. Introduction

1.1. Graveley Parish Council is committed to being open and transparent about the work that it does and the services that it provides. It will make as much information available as possible to promote a greater awareness and understanding of the its policies, decisions and actions.

1.2. Under the Freedom of Information Act 2000, Graveley Parish Council has two main responsibilities – to produce a Publication Scheme and to deal with individual requests for information.

1.3. An up-to-date copy of this Policy shall be maintained on the Parish Council's website.

2. Scope

2.1. General requests for information will be considered as part of the Council's normal day to day business. However, there are also statutory information access regimes that can be used to access specific information. This Policy concerns itself with that information which can be accessed under the Freedom of Information Act 2000.

3. The Publication Scheme

3.1. In accordance with the Freedom of Information Act 2000, the Council has a Publication Scheme. The Publication Scheme commits it to making information available to the public as part of its normal business activities.

3.2. Wherever possible the Council will provide information through its website. Where information is only available in a non-electronic form or when an individual does not wish to access information electronically, they can ask the Clerk for the information to be made available to them in hard copy.

3.3. Some information may only be available to view in person at the Council's premises. In these circumstances an appointment to view the information will be arranged within a reasonable timescale.

3.4. The Council will make members of the public aware of the information that is readily available and provide details of how this information can be accessed and any charges which may be applicable. This information is available through the Council's Publication Scheme, available on the Council's website.

4. Requesting Information not found in the Publication Scheme

4.1. Anyone can make a request for information – there are no restrictions on age, nationality or place of residence (they do not need to be a resident of Graveley Parish).

5. Making a Freedom of Information Request

5.1. Freedom of Information Requests need to be made in writing to the Clerk who is responsible for responding to requests – either by letter or e-mail.

5.2. When making a Freedom of Information request, the following information must be included:
- Name
- Contact details
- A detailed description of the recorded information required.

5.3. When requesting information, the enquirer does not have to mention the Freedom of Information Act, nor the reasons why the information is sought.

5.4. Most Freedom of Information requests will be free of charge. However, there will be a small charge for photocopies or postage in accordance with the Publication Scheme. The Council will notify the enquirer in advance if there are any charges.

5.5. The Council will respond to all Freedom of Information Requests within 20 working days.

6. Exemptions

6.1. Anyone making a request to a public authority for information must be informed whether the public authority holds that information. Some information does not have to be revealed, such as personal information or commercially sensitive data. A full list of these exemptions is on the Information Commissioner's website – www.ico.org.uk.

6.2. The Council can turn down a Freedom of Information Request if it will cost more than £450 to answer.

6.3. The Council may ask for the request to be made more specific for the information to be provided.

6.4. If the Council refuses to provide the information, the enquirer can ask them to review their decision. If the enquirer is still not satisfied with the response, they can contact the Information Commissioner's Office.

7. Policy Review

7.1. The Council will review this Policy annually and as necessary.

FREEDOM OF INFORMATION – REQUEST FORM

This form can be completed online and sent by email or it can be printed and sent to the address at the bottom of this form. You do not have to use this form to make your request, but it will help us to deal with your request promptly. If you prefer, you can make your request in writing e.g. letter, email or some other form which we can use for reference.

Applicant name:

Address:

Email address:

Phone number:

(at least one of the above (address, email, or phone number) must be provided)

Date:

Description of the information you seek:

Any other details that may help us to identify and locate the information:

In what format would you prefer to receive the information? *(we will try to meet your wishes as best we can)*

Paper copy ☐

Electronic copy ☐

Summary ☐

Pre-arranged personal inspection ☐

Any special requirements:

Send this form by post or email to the Clerk to Graveley Parish Council

Address: **2 Plough Row, Deeping St Nicholas, Spalding, PE11 3EW**

Email: clerk@graveleycambspc.org.uk