

Coffinswell Parish Council

Policy For Handling Requests For Information

This policy was adopted by the Council at its Meeting held on 09 May 2018.

The next date for review is 16 May 2019.

The purpose of this policy is to ensure that Coffinswell Parish Council is open and accountable to the general public and to ensure that information is supplied on request to the general public in accordance with the Freedom of Information Act 2000.

Written Requests

- Can be by electronic means
- Must be legible
- Be capable of subsequent reference
- Contain the name and address of the Requestor
- Describe the information required.

Response to Requests

The Council will

- Say whether the council holds the information
- Communicate the actual information
- Satisfy the request within 20 working days.

Right of Appeal

If the Council does not comply with a request to provide information within the statutory deadline, the Requestor can appeal to the Chair of the Council. If the Requestor is not satisfied with the Response they can appeal to the Information Commissioner.

Multi-requests

17 or more requests for information which are very similar may be aggregated and treated as a single request.

If the estimated time taken to comply with the requests exceeds 18 hours the Council can refuse the request¹.

Multi requests could, in certain circumstances, be regarded as vexatious².

Fees and Charges

Coffinswell Parish Council has the right to make a reasonable charge for photocopies only. The charge is 10p on A4 copy, double for A3 as set out in the Publication scheme.

Prepared by Rachel Avery – Clerk and Responsible Financial Officer

¹ Freedom of Information Act 2000 (Section 12 (1))

² Freedom of Information Act 2000 (Section 14)