

1. The Freedom of Information Act 2000 The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

2. The Revised Model Publication Scheme issued by the Information Commissioner's Office.

3. Website: A significant amount of information about Shotteswell Parish Council can be accessed on the website. www.shotteswellvillage.co.uk

4. Requesting Information Individuals or organisations may make a written request for information which they believe the council holds. To request information under the provisions of the Act, and to help the council in identifying the precise information you require please write to the Clerk at Shotteswell Parish Council. As required under the Act, the following will need to be included with the request:

- Name of person requesting the information
- Postal address of the person requesting the information
- A clear description of the information being requested.
- The Council will try to provide the information in the preferred media as far as is reasonably practical, or will notify the person requesting the information if it cannot do so.

5. Responding to Requests the council will inform the person requesting the information in writing if the council holds the information requested and if so, will provide the information no later than 20 working days after receipt of the request. However, there is provision for an authority to claim a reasonable extension to this limit, up to an additional 20 working days, where it needs more time to consider the public interest test. Section 10 also allows public authorities to apply variations to the normal 20 working day timescale in some limited circumstances.

Information Exempt from the Act The Freedom of Information Act does identify a number of categories of information which the council is not required to disclose under the Act. In this case, the council will write to the person requesting the information, stating the exemption which provides the basis for refusal within the Act and why it applies to the information requested. The council will aim to communicate this within 20 working days.

7. Charges There is no "flat rate" fee to receive information requested under the Freedom of Information Act and in many cases the council will provide the information free of charge. However, if the information requested is not readily available in the media in which it is requested, the council may charge a fee based on the costs associated with providing the information e.g. photocopying and postage (known as 'disbursements').

8. Refusal of Requests The Freedom of Information Act does permit the council to refuse a request if the estimate that it will cost the council is in excess of the appropriate cost limit (currently £450) to fulfil the request.

9. Freedom of Information Fees Notice If a fee is required for disbursements or because the costs exceed the appropriate cost limit, the council will write advising of the fee required

within 20 working days of receipt of the request. This is known as a "Fees Notice". When a Fees Notice has been issued, the 20 working day limit for responding stops, and then will start again when the council receives payment. If the council does not receive the fee within three months the council is not obliged to comply with the request.

10. Complaints If persons requesting information are dissatisfied with the way the council has responded to a request for information, please write to: The Chairman of Shotteswell Parish Council. The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF