

ICKLEFORD PARISH COUNCIL



www.ickleford-pc.gov.uk

Email: clerk@ickleford-pc.gov.uk
Telephone: 07913 839933



Freedom of Information Act 2000 Statement Policy and Procedure

The above act provides for the provision of certain records of Town and Parish Councils. The list below is the statutory requirements of Ickleford Parish Council in providing information.

Please note that Ickleford Parish Council will **NOT** provide:-

- (1) any draft documents except for draft minutes of the most recent meeting, pending approval
- (2) any information that is no longer readily available as it has been archived or information that is difficult to access for similar reasons.

1. Council Internal Practice and Procedure

Minutes of Council meetings - limited to the last 6 years

Procedural Standing Orders

Council's Annual Report

Agendas and supporting papers for Council meetings - limited in each case to the past calendar year the forthcoming/immediate meeting

2. Code of Conduct

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

3. Periodic Electoral Review

Information relating to the last Periodic Electoral Review of the Council area

Information relating to the latest boundary review of the Council area

4. Employment Practice and Procedure

Terms and conditions of employment

Job descriptions

Equal Opportunities Policy

Recruitment Policy

Health & Safety Policy

Staffing Structure

5. Planning Documents

Responses to Planning Applications
Ickleford Parish Plan

6. Audit and Accounts

Annual return form - limited to the last financial year

Annual Statutory report by auditor (internal and external) - limited to the last financial year

Receipt/Payment books, Receipt books of all kind, Bank Statements from all accounts - limited to the last financial year

Precept Request - limited to the last financial year

VAT records - limited to the last financial year

Financial Standing Orders and Regulations

Asset Register

Risk Assessments

Loan Sanction approvals

Fees and charges applied by the council

Safety inspection records, e.g. playgrounds

Register/file of members allowances

7. Procedure for Freedom of Information Requests

1. A request for information must include the name and full contact details of the member of the public who has requested it and contain details of the information required. A request can be made in writing, including by email or letter. The Council must respond to the request for information within a 20 day period which starts from the date of receipt.
2. The Council will determine whether it holds the information. If not the Council will issue notice to this affect
3. The Council will determine whether there will be a charge. It will Issue a fee notice (the applicant has three months to pay the required fee beginning on the day the fee notice is received).
4. When the fee is received the 20 day period resumes the day after receipt.
5. The Council will compile the information for the request
6. The Council will assess if any exemptions apply and apply the public interest test (if the request is subject to an exemption then an exemption notice must be issued to the applicant)
7. The Council will consider whether the information contains personal information. If information relates to any personal information under Section 40 (2) to (4) of the Act it becomes subject to the Data Protection Act 2018 and might be exempt.
8. The Classes of Information will **NOT** generally include information in draft form.

9. The Classes of Information will **NOT** generally include information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
10. The Council will provide the requested information or issue an exemption notice, stating the reason why it is exempt and outlining the appeal process.

8. Notices

A notice is a letter on Ickleford Parish Council headed paper informing the applicant of the Council's decision and the reason for it.

9. Exemptions

One of the exemptions to the provision of information under section 14 of the Freedom of Information Act 2000 covers vexatious (includes repeated or obsessive requests).

***14.—**(1) Section 1(1) does not oblige a public authority to comply with a request for information if the request is vexatious. (2) Where a public authority has previously complied with a request for information which was made by any person, it is not obliged to comply with a subsequent identical or substantially similar request from that person unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request.*

If Ickleford Parish Council decides based on evidence, that a request is vexatious, repeated or obsessive it can make the decision not to enter into any further correspondence with that individual and will issue a notice to that affect.

10. The Appeal Process

In the first instance the applicant will make an appeal to the Council. Ickleford Parish Council will look at the request again and based on the evidence either uphold the exemption or provide the requested information.

If Ickleford Parish Council decides to uphold its decision then the applicant can appeal to the Information Commissioners Office (ICO). The ICO may then uphold the Council's decision on the exemption or ask the Council to comply with the request.

Reviewed: February 2025
Next review: February 2027