

Pilton Parish Council Freedom of Information Policy

1. Purpose

Pilton Parish Council is committed to openness, transparency and accountability. This policy sets out how the Council complies with the Freedom of Information Act 2000 (FOIA) and provides public access to information held by the Council.

2. Scope

This policy applies to all information held by Pilton Parish Council, whether in paper or electronic format, subject to any exemptions contained within the Freedom of Information Act 2000 and other relevant legislation.

3. Publication Scheme

Pilton Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme. Information routinely made available by the Council can be accessed through the Council's website, council noticeboards, or by contacting the Clerk.

The Council will regularly review the information it publishes to ensure it remains accurate and up to date.

4. Making a Request

Anyone may request information held by Pilton Parish Council.

Requests should:

- Be made in writing (including email).
- Include the applicant's name and correspondence address or email address.
- Clearly describe the information requested.

Requests should be sent to the Parish Clerk.

5. Responding to Requests

The Council will respond to requests promptly and, where possible, within 20 working days, in accordance with the Freedom of Information Act 2000.

Where information is exempt from disclosure, the Council will explain the reason for withholding the information unless prohibited by law.

6. Charges

Information published through the Council's Publication Scheme is generally available free of charge. The Council reserves the right to make reasonable charges for printing, photocopying, postage or other permitted costs associated with providing information.

Any charges will be communicated before information is supplied.

7. Review and Complaints

If an applicant is dissatisfied with the Council's response, they may request an internal review by writing to the Parish Clerk.

If the applicant remains dissatisfied following the review, they may complain to the Information Commissioner's Office (ICO).

8. Monitoring and Review

This policy will be reviewed periodically by Pilton Parish Council to ensure continued compliance with legal requirements and best practice.