



RUDGWICK PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Date Adopted	Minute Number	Review Date
13 May 2019	022-19/20	May 2020
9 September 2019	FC107-19/20	September 2020
10 August 2020	FC106-20/21	May 2021

Freedom of Information Policy

Introduction

1 The Freedom of Information Act

1.1 The Freedom of Information Act 2000 grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

2 The Council's Commitment to the Act

2.1 The Council is committed to openness and accountability and already makes large amounts of information available to the public via Rudgwick Parish Council web site, <http://www.ubeumbraco.co.uk/rudgwick-pc>, village noticeboards, Chairman's Report in the monthly Rudgwick Parish Magazine, and the public can visit the Parish Office where much of the information can be viewed free of charge. Should a visit be required to view information, an appointment will be necessary.

3 The Publication Scheme

3.1 The council will:

- i Make as much information as possible available via the publication scheme
- ii Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- iii Where, exceptionally, it is believed it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), the council will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale.
- iv Apply exemptions appropriately and consistently
- v Ensure that any fees charged are calculated appropriately and consistently

4 How to Make a Request

4.1 A large amount of information is freely available on the council's website, which can be found at <http://www.ubeumbraco.co.uk/rudgwick-pc>

4.2 If you are unable to find the information you are looking for, you can request the information directly from the council. The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood.

4.3 Requests should be made to:

- The Clerk, Rudgwick Parish Council, Parish Office, Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 3JJ
- Or e-mail: clerk@rudgwickpc.co.uk

4.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

5 Complaints

- 5.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.
- 5.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 5.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address:

The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

6 Charges

- 6.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 6.2 Information which is published and accessed on the council's website is provided free of charge.
- 6.3 Charges will be made for actual disbursements incurred as detailed below.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE/TIME SPENT
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Time limit	Time spent on collating the information requested:8 hrs	This is 20% of Parish Office Staff weekly working hours and deemed to be reasonable (in consultation with Surrey and Sussex Association of Local Councils).
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority