Freedom of Information Policy for Parish Council

1. Purpose

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

2. Scope

This policy applies to all information held by the Council including minutes, agendas, policies, financial records, contracts, correspondence and electronic records.

3. Publication Scheme

The Council adopts the ICO Model Publication Scheme and will routinely publish information where possible.

4. Making a Request

Requests should be made in writing, including email, clearly describing the information sought.

5. Responding to Requests

The Council will respond within 20 working days unless an extension is permitted by law.

6. Exempt Information

Information may be withheld where an exemption under the Freedom of Information Act applies.

7. Charges

Information will normally be supplied free of charge, though reasonable copying and postage costs may be charged where permitted.

8. Environmental Information

Environmental requests will be handled under the Environmental Information Regulations 2004 where appropriate.

9. Internal Review

Applicants may request an internal review if dissatisfied with the response received.

10. Complaints

Applicants may complain to the Information Commissioner's Office after the Council's review process.

11. Policy Review

This policy will be reviewed every three years or sooner if legislation changes.

Policy adopted: _24/09/2026_____
Review date: _24/09/2026_____
Minute reference: _____4_____