



Chailey Parish Council

FREEDOM OF INFORMATION

1. Introduction

1.1 The Freedom of Information Act 2000 (“the Act”) is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 Chailey Parish Council (“the Council”) will comply with the requirements of the Act, and in particular will:

- i. make as much information as possible available via its publication scheme (“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 believes that it is not going to be possible to respond fully within the statutory timescale (for example, where it has to consider the public interest tests), it will (a) say why and give an estimated date by which the information will be provided, and (b) provide as much of the information as possible within the earlier timescale;
- iv. apply exemptions appropriately and consistently; and
- v. ensure that any fees charged are calculated appropriately and consistently.

2. The Publication Scheme

2.1 The Council makes a large amount of information available through the Publication Scheme. Details of the Publication Scheme can be found on the Council’s website at chailey.org or by contacting the Clerk to the Council at the Parish Office. Contact details are set out at 3.5 below.

3. Making a request for information

3.1 If the information sought cannot be found under the Publication Scheme it can be requested directly from the Council.

- 3.2 The preferred methods for the Council to receive a request for information are either by email or by letter. This preference for requests to be put in writing is made so that requests can be understood clearly.
- 3.3 Requests for information should provide as full a description as possible of the information being sought. This will help to minimise the time that the Council takes to locate and provide the relevant information.
- 3.4 Requests for information should state the preferred method by which the Council should provide the information.
- 3.5 All requests for information should be made to:

The Clerk to the Council
Chailey Parish Council
The Reading Room
Chailey Green
Chailey
BN8 4DA

Email: chaileypc@btconnect.com

Telephone: 01825 722388

4. Complaints

- 4.1 The Council would normally expect the Clerk to the Council to understand what information is being sought and to be able either to clarify where it can be found or to provide it. If the information received is not what was being sought, please contact the Clerk to the Council to clarify what information was being sought.
- 4.2 The Council will always endeavour to deal with requests for information fairly. If it is believed that this has not happened, and any dispute cannot be resolved on an informal basis, the Council's complaints procedure should be followed.
- 4.3 If the Council's complaints procedure has been followed but any dissatisfaction remains about how the Council has dealt with a request for information, the Information Commissioner's Office ("the ICO") can be asked to investigate further. There are a number of ways in which the ICO can be contacted, including via email or by making a report online. Further information can be found on the ICO's website at ico.org.uk.

5. Charges

5.1 Charges made by the Council in relation to the provision of information that is covered by the Publication Scheme will be justified, transparent and kept to a minimum. The relevant charges are set out in the Publication Scheme.

5.2 Information which is published on and accessed via the Council's website is provided free of charge.

5.3 Charges for the provision of information that is not covered by the Publication Scheme will be made for actual disbursements incurred, as follows:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage