

GREAT LINFORD PARISH COUNCIL

Freedom Of information policy

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Document History:

Version	Description of Changes	Date Effective
V1	Adopted	2005
V2	Reviewed prices changed	March 2010
Draft V3	No amendments required	March 2019

Publication scheme is associated with this policy and provided as a separate document.

Freedom Of information policy

1. POLICY

Great Linford Parish Council [GLPC] will make available upon request any published information it holds, or the applicant will be told how to access the information where the information is already reasonably accessible.

The parish council adopted the model publication scheme in 2010.

2. OBTAINING INFORMATION FROM GLPC

- 2.1. GLPC holds some information on its website <https://www.great-linford.gov.uk/> . The details of information available is held within the publication scheme.
- 2.2. Inspect documents held by the Parish Manager. Residents should contact the office to request information to be reviewed in advance this will allow the office to obtain the information.
- 2.3. Written request for information not included in the publication scheme or on the website a request should be sent to Parish Manager Great Linford House 1 St Leger Drive MK14 5HA or parish.manager@great-linford.gov.uk

3. PROCEDURES

All requests for information under the Freedom of Information Act 2000 [“the Act”] will be dealt with the Parish Manager [PM]. The PM will first determine if a request for information might be subject to an absolute or qualified exemption.

Provided the information is not subject to an exemption, the applicant will be told how to access the information, where the information is already reasonably accessible, or it will be provided to the applicant by the PM within 20 working days of the request being received. Charges for copying are as per the schedule

If the PM believes that a request is subject to an exemption, the request will be referred for consideration to next meeting of GLPC, who will decide whether the exemption should apply or, in the case of a qualified exemption, the information should be disclosed. The applicant will be informed that a referral to GLPC has been made

4. DEFINITIONS

4.1. Absolute exemptions

- Information will not be disclosed by GLPC and the following absolute exemptions under “the Act” will be made by GLPC if the information requested: -
- Forms part of a court record.
- Has been provided in confidence.
- Such disclosure would be prohibited by law.
- It is incompatible with any European Community obligation.
- If the request is for personal information held by GLPC about the applicant or a third-party. In this case the request will be processed as a request made under the Data Protection Act 1998.
- Relates to the personal lives of Councillors.
- Relates to the personal lives of employees of GLPC including home addresses, disciplinary matters and actual salary.

4.2. Qualified exemptions

- If the information requested is subject to one of the qualified exemptions under the “the Act”,
- GLPC will determine if it would best serve the public interest to disclose or withhold the information. Qualified exemptions would include: -
- Health and Safety issues which might directly affect an individual’s safety, physical or mental health.
- Legal professional privilege.
- Information prejudicial to a trade secret or the commercial interest of any party.
- Any other qualified exemption within the “the Act”.

5. CONSULTATION WITH THIRD PARTIES

5.1. Where information has been supplied to GLPC by Contractors or third parties [the parties] GLPC will consult with the parties who will be asked for their views on disclosure where: -

- There may be doubt about a likely breach of confidence, which may be subject to litigation by the parties.
- Where a potential breach of confidentiality may occur between GLPC and the parties if the information were to be released.
- Where the information may be prejudicial to a trade secret or the commercial interest of the parties.

6. COMPLAINTS PROCEDURE

If an applicant is dissatisfied with manner in which a decision has been handled or made by the PM, to a request for information under “the Act”, a complaint can be made to GLPC who will respond within 20 working days of the complaint being received.