

SILCHESTER PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Silchester Parish Council (SPC), like all public authorities is obliged to disclose relevant information available wherever possible to individuals who request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

1. The Freedom of Information Act 2000

The Freedom of Information Act 2000 gives everyone a statutory right of access to information held by bodies such as Parish Councils.

2. The Revised Model Publication Scheme

SPC adopted the revised model publication scheme issued by the Information Commissioners Office in 2008. (You can access a copy of the model scheme at the bottom of the document).

3. Website

A significant amount of the information for SPC can be accessed on SPC's website – www.silchester-pc.gov.uk

4. Requesting Information

Individuals or organisations may make a written request for information which they believe SPC holds. To request information under the provisions of the Act, and to help SPC in identifying the precise information you require please email: clerk@silchester-pc.gov.uk or write to the Parish Clerk at Silchester Parish Council, 22 Church Road, Pamber Heath, Tadley, Hants, RG26 3DZ.

As required by the Act, the following will need to be included with the request:

- Name of person requesting the information
- Postal Address or email of the person requesting the information
- A clear description of the information being requested
- A preference of how the information is to be communicated e.g. hard copy, electronic or the opportunity to inspect a record containing the information. SPC will try to provide the information in the preferred media as far as is reasonably practical, or will notify the person requesting the information if SPC cannot do so.

5. Responding to Requests

SPC will inform the person requesting the information in writing if SPC hold the information requested and if so, will provide the information no later than 20 working days after receipt of the request.

6. Information Exempt from the Act

The Freedom of Information Act does identify a number of categories of information which SPC is not required to disclose under the Act. In this case, SPC will write to the person requesting the information, stating the exemption which provides the basis for refusal within Act. SPC will communicate this within 20 working days.

Adopted by Silchester Parish Council 4th December 2023
Reviewed 7th May 2024
Reviewed 6th May 2025

7. Charges

There is no 'flat rate' fee to receive information under the Freedom of Information Act and in many cases SPC will provide the information free of charge. However, if the information requested is not readily available and requires research this is chargeable at £25.00 per hour. SPC also reserves the right to make a reasonable charge for photocopies only – 20p per A4 sheet and £40 for an A3 sheet.

8. Refusal of Requests

The Freedom of Information Act does permit SPC to refuse a request if SPC estimate that it will cost SPC in excess of the appropriate limit of 20hrs work.

9. Freedom of Information Fees Notice

If a fee is required for disbursements or because the appropriate cost limit, SPC will write advising of the fee required within 20 working days of receipt of the request. This is known as a 'Fees Notice'. When a Fees Notice has been issued, the 20 working day limit for responding stops and will start again when SPC receive payment. If SPC do not receive the fee within three months SPC are not obliged to comply with the request.

10. Complaints

If persons requesting information are dissatisfied with the way SPC has responded to a request for information, please write to the Parish Clerk, Silchester Parish Council, 1 Church Cottages, Silchester Road, Little London, RG26 5ES.

The Information Commissioners Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to the Information Commissioners Officer, Whycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF.

[Model Publication Scheme](#)