



## BREWOOD AND COVEN PARISH COUNCIL

### FREEDOM OF INFORMATION ACT 2000

#### POLICY AND PROCEDURE FOR HANDLING REQUESTS FOR INFORMATION

##### **What is a Publications Scheme?**

Under the Act, every public authority, including Parish Councils, is required to adopt and maintain a Publication Scheme that provides the public with a structured listing of any information available, with an undertaking and commitment to make it available to all. The scheme must also set out how the Parish Council intends to charge for providing the information. In this scheme, the term 'publication' refers to documents available in a variety of formats.

The Publication Scheme indicates the format in which the information is available and its approximate length. The Parish Council may set reasonable charges for supplying copies and these charges are specified in the document.

##### **Confidentiality**

The Parish Council may only withhold information if it considers its release not be in the public interest or could cause significant harm. Any personal confidential and sensitive information is exempt from the publication scheme. Information not included is as prevented by law or as exempt under the Freedom of Information Act. The Council will be as open as possible in all its business.

##### **Requests for information**

Requests should be sent, in writing, to the Clerk. The request must include identification details of the applicant and of the information sought. The applicant has the right to be told whether the information is held by the Parish Council and, if so, to receive the information as a copy or summary, unless it is considered not to be in the public interest to release the information. The Parish Council will respond to all requests within 28 days upon receipt of the appropriate fee. The Parish Council can extend this period up to 3 months until the fee is paid.

All applications should be addressed to:

Mrs Maggie Birtles  
Clerk to the Council  
35 Stafford Street  
Brewood  
Staffordshire  
ST19 9DX