

Freedom of Information Policy

Bradleys Both Parish Council

1. Introduction

Bradleys Both Parish Council is committed to openness and transparency in its decision-making and administration. This policy sets out how the Council will comply with the requirements of the **Freedom of Information Act 2000**, which provides the public with a right to access recorded information held by public authorities.

The Council will make information available wherever possible and respond to requests promptly and in accordance with the legislation.

2. Scope

This policy applies to:

- All recorded information held by Bradleys Both Parish Council
- Information held by councillors or officers on behalf of the Council
- Information held electronically or in paper format

The Act covers recorded information such as:

- Minutes of meetings
- Policies and procedures
- Financial records and budgets
- Correspondence relating to council business
- Contracts and agreements

3. Publication Scheme

Bradleys Both Parish Council adopts the **Information Commissioner's Office Model Publication Scheme for Local Councils**.

The scheme commits the Council to proactively publishing information in the following classes:

1. **Who we are and what we do**
 - Councillor details
 - Committee structures
 - Contact information
2. **What we spend and how we spend it**
 - Annual accounts
 - Budget information
 - Precept details
3. **What our priorities are and how we are doing**

- Strategic plans
- Annual reports
- 4. **How we make decisions**
 - Agendas and minutes of meetings
- 5. **Our policies and procedures**
 - Standing orders
 - Financial regulations
 - Complaints procedures
- 6. **Lists and registers**
 - Asset register
 - Register of members' interests
- 7. **Services we offer**
 - Local services and community initiatives

Information will be published on the Council website where possible or made available on request.

4. Making a Freedom of Information Request

Requests for information must:

- Be made in writing (email or letter)
- Include the requester's name and contact address
- Clearly describe the information requested

Requests should be sent to:

The Clerk

Bradleys Both Parish Council
Bradley Village Hall, Lidget Road, Bradley BD20 9DS

Email: clerk@bradleysboth-pc.gov.uk

5. Responding to Requests

The Council will:

- Acknowledge and respond to requests **within 20 working days**, as required by the Freedom of Information Act.
- Provide the information requested where possible.
- Explain any exemptions applied where information cannot be released.

Where a request is unclear, the Council may contact the applicant to clarify the request.

6. Fees and Charges

Most information will be provided free of charge.

However, the Council may charge reasonable costs for:

- Printing or photocopying
- Postage
- Large or complex requests exceeding statutory limits

Applicants will be informed of any charges before the information is provided.

7. Exempt Information

Certain information may be withheld where exemptions under the Freedom of Information Act apply, including:

- Personal data protected under the ****UK General Data Protection Regulation** and the ****Data Protection Act 2018**
- Confidential or commercially sensitive information
- Information provided in confidence

Where exemptions apply, the Council will explain the reasons for refusal.

8. Internal Review

If an applicant is dissatisfied with the Council's response, they may request an internal review.

Requests for review should be submitted to the Clerk within **40 working days** of the original response.

The Council will aim to complete the review within **20 working days**.

9. Complaints

If the applicant remains dissatisfied after the internal review, they may complain to the:

Information Commissioner's Office (ICO)

The independent authority that regulates the Freedom of Information Act.

10. Policy Review

This policy will be reviewed annually to ensure compliance with legislation and best practice.

Adopted by: Bradleys Both Parish Council

Review date: 17th March 2026
