



## **FREEDOM OF INFORMATION POLICY**

**Version 1 – adopted by the Council on 8 March 2021**  
**Last Committee review .....**

### **1. Introduction**

To meet the requirements of the Freedom of Information Act 2000, Helsby Parish Council has examined the range of documents that it holds and has agreed to make many of these available to the public. The Parish Clerk has responsibility for the scheme and full contact details are given below. Classes of information for publication are contained in the Parish Council Model Publication Scheme which is available on the Parish Council website at: <https://helsbyparish.org.uk/>

### **2. Availability of Information**

The details of the scheme will be available:

1. In person from Helsby Parish Council, Helsby Community Sports Club, Callender Way, Helsby, Cheshire, WA6 0FX; and
2. On the website: <https://helsbyparish.org.uk/>

### **3. The classes of information that the Council will not provide includes:**

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information that is no longer readily available because it has been archived or is difficult to access for similar reasons.

### **4. Charges for information**

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, these will be charged at cost and if posting is required this will be charged at the second-class rate.

### **5. Procedure for applicants requesting information listed under Helsby Parish Council's Model Publication Scheme**

1. Applications requesting information should in the first instance be in writing and include the name and address of the applicant for a response.

2. Requests should include a clear statement of the information required (if the request is unclear the Parish Council may ask the applicant to be more specific, which may cause delay in the Council making a response).
3. Where the information is readily accessible to the applicant via information within the Council's Publication Scheme, the applicant will be directed to that scheme.
4. The Parish Clerk will aim to respond to the request for information from an applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or, whether additional information is required.
5. The Parish Council will aim to respond to a request for information from an applicant under the Freedom of Information Act 2000 and regulations within 20 working days.
6. An application for personal information will not be dealt with under this procedure but will be responded to in accordance with the terms of the Data Protection Act.
7. The Parish Council is not obliged to comply with repeated or vexatious requests.
8. Certain information held by the Parish Council will be classified as exempt under the Freedom of Information Act. The Act provides for both absolute and qualified exemptions and where information is exempt there is no obligation under the Act to provide the requested information.
9. The Parish Council will review its Publication Scheme on a regular basis.
10. If an applicant is unhappy with the way Helsby Parish Council has dealt with their request under the Freedom of Information Act 2000, they should raise the matter in accordance with the Complaints Procedure.

The contact details for the person who is responsible for maintaining the Publication Scheme and who should be contacted should any issues arise concerning the Parish Council's compliance with the Freedom of Information Act is:

Claire Jones, Parish Clerk  
 Helsby Parish Council  
 Helsby Community Sports Club  
 Callender Way  
 Helsby  
 Cheshire  
 WA6 0FX  
 01928 726433  
[parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk)

Signed.....  
 Chairman - Helsby Parish Council

Signed.....  
 Clerk / RFO of Helsby Parish Council