



GERRARDS CROSS TOWN COUNCIL FREEDOM OF INFORMATION POLICY

Version	2024.1
Date approved by Full Council	15 July 2024

1 Freedom of Information Act 2000 (FOIA)

1.1 Under the Freedom of Information Act 2000 (FOIA), Gerrards Cross Town Council (the Council) has adopted a Publication Scheme, as attached, describing:-

- a) The classes of information it publishes; and
- b) How and where such information is published (e.g. website, paper copy, etc.).

1.2 The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public without the need for a specific request to be made.

1.3 Other information is available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

1.4 If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact the Clerk to Gerrards Cross Town Council Email: clerk@gerrardscross.gov.uk.

2 How to obtain information

2.1 There are three ways in which to obtain information:

2.1.1 Town Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

2.1.2 Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

2.1.3 Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send an email to clerk@gerrardscross.gov.uk or in writing to our office address at Gerrards Cross Town Office, South Lodge, East Common, Gerrards Cross, SL9 7AD.

2.2 Within 20 working days of receipt of your written request the Council will:-

- a) confirm to you whether it holds the information; and
- b) advise you as to whether a fee will be charged.

2.3 We will provide you with the information in the time scales as required by law (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

2.4 Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website at <https://gerrardscross.gov.uk/>

2.5 Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

3 Information not contained within the Publication Scheme and Exemptions

3.1 The FOIA sets out that information which the Council does not have to make available for specific reasons (called exemptions), that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breach an individual's Data Protection rights.

3.2 If information is requested but is covered by an exemption, the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.org.uk/

4 Charges

4.1 Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge. Where written copies are required we reserve the right to request payment based on our costs.

4.2 If administration costs to enable a Freedom of Information request to be met exceed £450, then the Council can charge the requestor for the administration costs in meeting the request.

4.3 A charge may be made for photocopies.

5 Management of the Council's Publication Scheme

5.1 The Full Council Committee is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

5.2 The Council Freedom of Information Policy and Publication Scheme will be amended periodically as necessary. The Scheme will be reviewed annually.