

Freedom of Information

Introduction

The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

The Council will comply with the requirements of the Act and in particular will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Organisational information, locations and contacts, constitutional and legal governance.

- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and Registers.
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- Advice and guidance, booklets and leaflets, transactions, and media releases.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

How to make a request

A large amount of information is freely available on the Council's website, which can be found at www.stmarthaparishcouncil.co.uk

Freedom of Information

If you are unable to find the information you are looking for, you can request the information directly from the Council.

The preferred method for requesting information from the Council is in writing; e-mail or letter, to ensure that the request is clearly understood. Requests should be made to:

The St Martha Parish Clerk, 23 The Street, Albury Guildford, Surrey GU5 9AB, or via e-mail: clerk@stmarthaparishcouncil.co.uk

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per a4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage

Material which is published and accessed on a website will be provided free of charge.

Complaints

The Council would normally expect the Clerk, or other named Officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named Officer to clarify your requirements.

If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at: **The Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire. SK9 5AF**

Website: www.ico.gov.uk

Telephone: 0303 123 1113

Date of review: March 2022