



The Clerk to Hilton Parish Council
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Hilton Parish Council

Freedom of Information Policy in relation to the Publication Scheme

1.0 Introduction:

1.1 Under the Freedom of Information Act, Hilton Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether or not a charge is made for such information

1.2 The purpose of the Hilton Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Hilton Parish 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. Other information is of course available from Hilton Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

1.3 If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Mrs Clare Orme
Clerk to Hilton Parish Council
P O Box 8094
Swadlincote
Derbyshire
DE11 1FR
Email: clerk@hiltonparishcouncil.org.uk

2.0 Obtaining Information

2.1 Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at www.hiltonparishcouncil.org.uk and where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with the Hilton Parish Council Clerk.

3.0 Information not contained within the scheme and Exemptions

3.1 Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Hilton Parish Council, our staff, systems, services or property.

3.2 If information is requested but is covered by an exemption the Clerk to Hilton Parish Council will tell the applicant in writing why Hilton Parish Council has turned down the request, quoting any relevant exemptions.

3.3 If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Hilton Parish 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.gov.uk/

4.0 Charges

4.1 Hilton Parish Council Fees and Charges are stated at the end of our Publications Scheme

4.2 Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

4.3 If administration costs exceed £450, to enable a Freedom of Information request to be met, then Hilton Parish Council is able to charge the requestor for the administration costs in meeting the request.

4.4 A charge may be made for photocopies.

5.0 Management of the Hilton Parish Council Publication Scheme

6.1 Hilton Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

6.0 Review of the Freedom of Information Policy and Publication Scheme

An annual review of this Policy will be completed in April each year

Review Date: May 2019

Approved 30.05.2018 minute ref 2212/18