

# Bow Brickhill Parish Council Freedom of Information Act Request Policy

Adopted February 2018

## Information available from Bow Brickhill Parish Council under the Model Publication Scheme

The Freedom of Information Act 2000 provides members of the public with basic rights to access certain information. The documents are often available through the Parish Council website, inspection by prior arrangement with the Parish Clerk or by requesting copies. When copies are requested there is a charge, this is detailed on the table below. The Parish Council has 20 days to provide the relevant information.

The supply of documents under the Freedom of Information Act 2000 does not give an individual or organisation the right to re-use the documents in a way that would infringe copyright.

Section 36 of the Act also provides for information to be exempt from disclosure where such information would or would be likely to inhibit:

- The free and frank provision of advice
- The free and frank exchange of views for the purpose of deliberation
- Would otherwise prejudice, or be likely to prejudice, the effective conduct of affairs

### Schedule of charges

| Type of Charge      | Description                                  | Basis of Charge  |
|---------------------|--|--|
| Disbursement charge | Photo copying @10p a sheet (Black and white) | Actual cost  |
|                     | Photo copying @ 20p a sheet (Colour)         | Actual cost  |
|                     | Postage                                      | Actual cost of 1 <sup>st</sup> class standard reply- depending on weight |
| Statutory Fee       |  | In accordance with the relevant legislation                              |

The cost limit for complying with a request or a linked series of requests is £450. Where the estimated costs will exceed this amount, as per Section 12 of the Act, the Parish Council can refuse a request. The estimated costs will include employee time involved in locating, retrieving and extracting the required information and as per the legislation is charged at £25 per hour.

Contact details:

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