

Fawley Parish Council Freedom of Information – Adopted July 2023

1.0 What is Freedom of Information?

The Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities. Information held by Fawley Parish Council should be available and accessible to everyone.

The act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties; why they make the decisions they do; and how they spend public money.

The Parish Council has two main duties under the FOI act:

- 1.1 To adopt and maintain a publication scheme, overseen by an independent Information Commissioner, which sets out:
 - details of information the council will routinely make available;
 - how the information can be obtained;
 - whether there is any charge for it.
- 1.2 To comply with all requests for the information, unless there is an exemption from disclosure.

2.0 Current arrangements of Fawley Parish Council

The council currently operates under a FOI policy that sets out the related processes . The Council normally has a maximum of 20 working days to respond to the request; however there are circumstances when this time limit can be extended.

3.0 Proposed arrangements

Rather than focus on a policy it is proposed to adapt the process and information into a webpage. The page will contain the information above accompanied by the following editorial:

3.1 How do I make an FOI request?

If there is something you would like to know about the Council's activities, take the following steps:

- Search the disclosure log below to see answers to previous requests for information – what you're looking for might already be here
- If you can't find the information you are seeking on the log, you can submit your request via email or via post at: stephanie.bennett@fawley-pc.gov.uk | Clerk, Fawley Parish Council, Gang Warily, Newlands Road, Fawley, Hampshire. SO451GA

3.2 What do I need to include with my request?

All requests must provide a valid email or postal address for us to reply to.

When you submit your request, give as much detail as possible to help us correctly identify the information you are seeking. If we do need more detail from you to identify the information, we will contact you.

Before you submit your request, we recommend that you read visit the Information Commissioners Office website.

3.3 How long does it take?

We will have 20 working days to respond. We will advise you if we are likely to need to extend the time.

3.4 Exceptions and exemptions

There are legal reasons why information may not be released to you. These are known as exceptions/exemptions. If we do not release information to you because an exception/exemptions applies we will explain why.

3.5 Requests under FIO may be refused because:

- i. it is a matter covered by data protection legislation
- ii. it is available under our publication scheme
- iii. it might be considered prejudicial to the effective conduct of public affairs.

3.6 Disclosure Logs

(All logs will be listed on the webpage: date, question, answer)

4.0 The Website

The screenshot shows the Fawley Parish Council website. At the top is a navigation bar with links: Home, The Parish Council, Services, Facilities, What's Going On, and Contact. Below this is a dark green banner with the text 'Freedom of Information' in white. To the right of the banner is a search bar with the placeholder text 'Search Keyword' and a magnifying glass icon, and a link 'Services A-Z'. Below the banner, the breadcrumb trail reads 'Home > Council Documents > Freedom of Information'. The main heading is 'What is Freedom of Information?'. The text explains that the Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities. It states that the act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties. It also mentions that Fawley Parish Council has two main duties under the FOI act: to adopt and maintain a publication scheme, and to comply with all requests for the information, unless there is an exemption from disclosure. The page also includes a section titled 'How do I make an FOI request?' which provides steps for making a request, including searching the disclosure log and submitting a request via email or post. The final section is 'What do I need to include with my request?' which states that all requests must provide a valid email or postal address for us to reply to.

Home > Council Documents > Freedom of Information

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- to adopt and maintain a publication scheme, overseen by an independent Information Commissioner, which sets out:
 - details of information it will routinely make available;
 - how the information can be obtained;
 - whether there is any charge for it.
- to comply with all requests for the information, unless there is an exemption from disclosure. The parish council normally has a maximum of 20 working days to respond to the request; however there are circumstances when this time limit can be extended.

How do I make an FOI request?

If there is something you would like to know about the Council's activities, take the following steps:

- Search the disclosure log below to see answers to previous requests for information – what you're looking for might already be here
- If you can't find the information you are seeking on the log, you can submit your request via email or via post at: stephanie.bennett@fawley-pc.gov.uk Clerk, Fawley Parish Council, Gang Warily, Newlands Road, Fawley, Hampshire. SO451GA

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Exceptions and Exemptions


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3. it might be considered prejudicial to the effective conduct of public affairs.

Disclosure Logs

[Disclosure Log outline](#)

This file may not be suitable for users of assistive technology and are in the following formats:  [Request an accessible format.](#)

For more information contact:

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Clerk to the Council

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