



ATTLEBOROUGH TOWN COUNCIL

FREEDOM OF INFORMATION ACT 2000 – POLICY & PROCEDURE

Attleborough Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation.

This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically. The Act is fully retrospective.

Dealing with Requests

The Council offers advice and assistance to anybody who wishes to make a request for information. The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Where appropriate, requests in writing will be treated as Freedom of Information requests. There is a need for requests to clearly indicate they are made under the Act.

Costs

The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450). In any case, to reflect the burden on such a small organisation as the Town Council in dealing with Freedom of Information requests, the Council reserves the right to levy administration charges incurred, in line with the provisions of Section 12 of the Act. This will thus not exceed £25 per hour. In addition, a charge of 50 pence will be made per single photocopy of any piece of information sought.

Vexatious or Repeated Requests

Requests under the Freedom of Information Act and the Data Protection Act

Whilst the Council are committed to providing you with information as stated above like other public bodies, we sometimes receive requests which, in accordance with the Freedom of Information Act 2000 and guidance from the Information Commissioner's Office, can be deemed 'vexatious' or 'repetitive'.

Some of these kinds of requests can cost money for the Council to handle, or responding to them may be an inappropriate use of staff time.

The Council have, therefore, determined our approach to handling such requests. Where we receive requests for information, which we consider are vexatious or repetitive, we will follow the **Guidance on Vexatious or Repeated Requests** published by the Information Commissioner's Office (**see www.ico.gov.uk**).

Review

This policy and procedure will be reviewed at least every two years and sooner should circumstances warrant it.