



## **Policy on Handling Freedom of Information Requests**

Document Reference:	POL/FOI
Status:	Draft
Version:	2.4
Date of approval:	03/09/2025
Date of next review:	September 2028

**Document Review History:**

Version 2.4: Regular review. Para 11.0 added to share FOI requests with FC for information.

## **Introduction**

Compliance with the Freedom of Information Act 2000 is the legal responsibility of local authorities and other public organisations. It is part of a wider group of national policies which aim to modernise government and show people how it is working on their behalf. Since January 2005 people have had a right to know what decisions are taken on their behalf, and how services are run. They can ask to see not only printed leaflets and other publications, but also any background files and other records relating to the business of the organisation, unless statutory exemptions apply.

## **Handling Freedom of Information Requests**

- 1.0 Saxilby with Ingleby Parish Council has produced and publicised a publication scheme, which makes it clear what information can already be accessed. The publication scheme outlines any charges which may be made in supplying any information.
- 2.0 Any additional information which is not part of the publication scheme can be requested under the Freedom of Information Act 2000.
- 3.0 A request for information must be made by letter or e-mail and should be sent to the clerk to the council. The request must include a contact name, an email/address for correspondence and state clearly what information is required.
- 4.0 Responsibility for dealing with all requests for information has been delegated to the clerk to the council.
- 5.0 The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.
- 6.0 If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- 7.0 If the request for information is unclear, the clerk to the council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working-day period will commence on receipt of the additional information.
- 8.0 If the information is not held by the council, but the council is aware of another public authority which may hold the information, consent will be sought to forward the request to the public authority concerned, or the applicant will be given details of which public authority is believed to hold the information.
- 9.0 Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- 10.0 Where information is subject to a 'qualified exemption' under the Freedom of Information Act, there may be an extension to the 20 day period whilst further

consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.

- 11.0 FOI requests shall be reported to full council to note, including the date received and date the information was supplied.
- 12.0 Where any complaint or a request for review is received, this will be referred on to full council for attention and action where required.
- 13.0 Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full council for attention.

Based on a model template (LALC: 2012) downloaded online at [Lincolnshire Association of Local Councils](#) as at 28 August 2025.