



Warwick Town Council Freedom of information Policy

Warwick Town Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Town Council.

Model publication scheme

From 12th November 2012 the Town Council adopted the revised model publication scheme issued by the Information Commissioner's Office. You can access a copy of the model scheme on the ICOs website.

Information about the Town Council

You can access a significant amount of information about the Town Council on our website. If you need the information in an alternative format, please contact the Town Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Town Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email jaynetopham@warwicktowncouncil.org.uk, or write to the Town Clerk.

Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by

providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical or notify you if we cannot do so.

The Leader of the Council will be advised of any request in confidence. and all Councillors will receive copies of information sent with the names of the requesters withheld. Should the requester require their names to be withheld they should state this in their request.

Correspondence from, and notices served by, the information Commissioner shall be referred by the Town Clerk to the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of information Act 2000.

Responding to your request.

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify a number of categories of information which the Town Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20-working daytime period.

Charges for providing information under the Freedom of Information Act

There is no 'flat rate' fee to receive information and in many cases, we will provide the information to you free of charge. However, you should note that if the information you are seeking is not readily available in the form in which you are seeking it, the Town Council may charge you a fee based on the costs associated with providing the information, for example photocopying and postage (known as 'disbursements').

The Freedom of Information Act does permit the Town Council to refuse your request if we estimate that it will cost us in excess of the appropriate cost limit (currently £450) to fulfil your request.

Freedom of information Fees Notice

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt

of your request. This is known as a 'Fees Notice'. When you are issued the Fees Notice, the 20-working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.

Complaints

If you are dissatisfied with the way the Town Council has responded to a request for information, please write to: The Town Clerk, Court House, The Jury Street, Warwick, CV34 4EW.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to,
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire
SK9 5AF