



# BRAMLEY PARISH COUNCIL

Member of the Hampshire Association of Local Councils

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## **Bramley Parish Council** **Freedom of information Policy**

The freedom of information Act 2000 became law on the 30<sup>th</sup> November 2000 and widened a right of public access to all types of recorded information held by public authorities which includes parish and town councils.

Public authorities are obliged to disclose all information, written / audio / visual. Information held by councils can only be withheld from the public in very limited circumstances, if there are lawful reasons to do so.

Every council must adopt a publication scheme to be approved by the Office of the information Commissioner. A publication scheme will list all documents and information that is readily available to the public, background papers to important decisions that affect the public and material printed for both internal and external use.

A new template for the publication scheme has been introduced by the information commissioner which will take effect from 1<sup>st</sup> January 2009. It may be adopted without modification by any public authority without further approval and remains valid until further notice. The publication scheme commits an authority to make information available as part of its normal business activities.

### **Written requests:**

#### **Any request must be –**

- In writing (includes electronic means)
- Legible
- Capable of subsequent reference
- Contain the name and address of the requestor
- Describe the information required

### **The council must:**

- Say whether it holds the information
- Communicate the actual information
- Satisfy the request within 20 working days

The council is only obliged to provide information for the last 7 years, prior to that the inquirer needs to search at the Hampshire Record Office.

This policy will be reviewed annually.