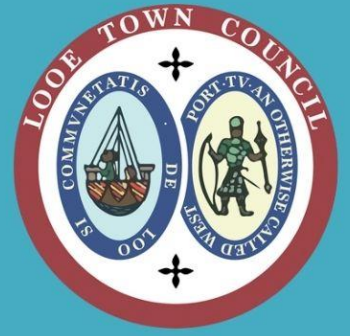


LOOE TOWN COUNCIL

K O N S E L T R E L O G H



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# Freedom of Information Policy

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Re-Adopted 24th May 2022

Next Review due:  
23rd May 2023



# LOOE TOWN COUNCIL



## FREEDOM OF INFORMATION POLICY

### Introduction

The Freedom of Information Act 2000 gives everyone the legal right to be provided, upon request, with any information held by public authorities, subject to exemptions that are stated in the Act or prohibition by another statute. Anyone has a right to ask public authorities for any information they hold, other than for information that is exempted or prohibited, and there is no requirement to explain why the information is being requested.

To aid compliance with the Freedom of Information Act 2000 and fulfil a local authority's commitment to the general public, the Information Commissioner's Office has produced an approved Model Publication Scheme for use by such authorities.

The Publication Scheme commits a local authority to make information available to the public as part of its normal business activity. The classes of information covered are specified in the Model Publication Scheme.

### Policy Statement

In compliance with the Freedom of Information Act and in fulfilment of its commitment to the general public, Looe Town Council has adopted the Model Publication Scheme approved by the Information Commissioner's Office. A copy of the Model Publication Scheme can be obtained from the Information Commissioner's Office or from their website at [www.ico.org.uk](http://www.ico.org.uk).

In order to give clarity regarding the information made available to the general public and to give guidance regarding where that information is to be found, Looe Town Council will publish on its website a Guide to Information, based upon the 'Parish/Community Council Template Guide to Information' published by the Information Commissioner's Office.

Information not readily available in the public domain may be requested in writing to: Town Clerk, Looe Town Council, Looe Library & Community Hub, The Millpool, Looe, PL13 2AF.

In the event the Town Clerk will be unavailable within the time frame to fulfil the request, Looe Town Council reserves the right for the Nominated Proper Officer, or deputising person to fulfil the request.

Looe Town Council reserves the right to charge for information requests. Any such charge will be in accordance with the fees allowable under the Freedom of Information Act 2004 and will be specified in the Schedule of Charges published in the Town Council's Guide to Information.

The Town Council will acknowledge within 5 working days of receipt of a written request for information. Such response will advise:

- if the requested information is already available in the public domain
- whether or not the Town Council holds the information
- if a fee will be charged for providing the information requested and if so, the level of that charge
- if the information requested is restricted due to exemptions or prohibited due to other statute

- Subject to the requested information being available, not restricted or otherwise prohibited and any due fees being paid, the Town Council will provide the requested information to the applicant within 20 working days.
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**Re-Adopted by Looe Town Council: 24<sup>th</sup> May 2022**