

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Freedom of Information Policy



Adopted by Council:
29th September 2026

Next review: 31st May 2028

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.

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.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How information can be obtained	Cost of printed copies
Class 1 – Who we are and what we do		
Current information about the organisation, locations and contacts	Information is published on the Council’s website at www.looetowncouncil.gov.uk or can be sent, on request, via email at no charge. There is an administration charge for any hard copies provided.	10p/page plus P&P
Who is who on the Council and its Committees	Website/email/hard copy	10p/page plus P&P
Contact details for Town Clerk and Council Members	Website/email/hard copy	10p/page plus P&P
Location of main Council office and accessibility details	Website/email/hard copy	10p/page plus P&P
Staffing structure	Our website contains details of Officers and their roles. Organisation chart is available on request from the Town Clerk via email or hard copy	10p/page plus P&P
Class 2 – What we spend and how		
Looe Town Council Accounts – current and previous financial year as a minimum	Website/email/hard copy	10p/page plus P&P
Annual return form and report by Auditor	Website/email/hard copy	10p/page plus P&P
Finalised budget	Website/email/hard copy	10p/page plus P&P
Precept	Website/email/hard copy	10p/page plus P&P
Financial Standing Orders and Regulations	Website/email/hard copy	10p/page plus P&P
Grants given and received (recorded in minutes of meetings)	Website/email/hard copy	10p/page plus P&P
List of current contracts awarded and value of contract	Website/email/hard copy	10p/page plus P&P
Members allowances and expenses	Website/email/hard copy	10p/page plus P&P
Tenders (open and closed)	Website/email/hard copy	10p/page plus P&P
Class 3 – What our priorities are and how we are doing		
Council aims and priorities	Website/email/hard copy	10p/page plus P&P
Emergency Plan – current and previous year as a minimum	Website/email/hard copy	10p/page plus P&P
Annual Report	Website/email/hard copy	10p/page plus P&P
Current projects and plans	Website/email/hard copy	10p/page plus P&P
Quality Status: Local Council Award Scheme	Website/email/hard copy	10p/page plus P&P

Class 4 – How we make decisions		
Records of decisions in minutes – current and previous year as a minimum	Website/email/hard copy	10p/page plus P&P
Timetable of meetings (Council and any Committee or sub-Committee meetings and parish meetings)	Website/email/hard copy	10p/page plus P&P
Agendas and Minutes of meetings	Website/email/hard copy	10p/page plus P&P
Reports presented to council meetings (NB this will exclude any information properly regarded as private to the meeting)	Website/email/hard copy	10p/page plus P&P
Responses to consultation papers	Website/email/hard copy	10p/page plus P&P
Responses to planning applications	Website/email/hard copy	10p/page plus P&P
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Website/email/hard copy	10p/page plus P&P
Procedural Standing Orders	Website/email/hard copy	10p/page plus P&P
Committee and Sub-Committee terms of reference	Website/email/hard copy	10p/page plus P&P
Delegated authority in respect of Officers	Website/email/hard copy	10p/page plus P&P
Code of Conduct	Website/email/hard copy	10p/page plus P&P
Policy Statement	Website/email/hard copy	10p/page plus P&P
Internal instructions to staff and policies relating to the delivery of services	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Equality & Diversity Policy	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Health & Safety Policy	Employee handbook, shared files and policies published on website or provided in hard copy to staff	
Recruitment Policy and Current Vacancies	Website/email/hard copy	10p/page plus P&P
Policies and procedures for handling requests for information	Website/email/hard copy	10p/page plus P&P
Complaints procedures	Website/email/hard copy	10p/page plus P&P
Information Security Policy	Website/email/hard copy	10p/page plus P&P
Records Management policies (records retention, destruction and archive)	Document Retention procedure followed by staff, shared files and policies published on website or provided in hard copy to staff.	10p/page plus P&P

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Data Protection policies	Website/email/hard copy	10p/page plus P&P
Schedule of charges (for the publication of information)	Website/email/hard copy	10p/page plus P&P
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised)	None held by Looe Town Council – contact Cornwall Council	
Assets Register		
Disclosure log (indicating the information provided in response to requests)	Not applicable	
Register of members' interests	Maintained by Cornwall Council	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
Leaflets, guidance and newsletters produced for the public and businesses	Website/email/hard copy	10p/page plus P&P
Recreational facilities (Mariners' Garden)	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Seating and memorials	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Bus shelters	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Public conveniences	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Library services	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Tourist Information	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P
Services for which the Council is entitled to recover a fee (including details of fees)	Website/email/hard copy. NB Some information may only be available by inspection	10p/page plus P&P