

ERMINGTON PARISH COUNCIL

Freedom Of Information And Publication Scheme

Ermington Parish Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Parish Council's responsibility to make them available.

To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. The Council bases its costs on 20p per page of information. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs regarding time when considering whether the information is exempt, removing exempt information or copying/sending the information.

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