



# Pentewan Valley Parish Council

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Website: [www.pentewanvalley-pc.gov.uk](http://www.pentewanvalley-pc.gov.uk)

## Freedom of Information Request Policy

### Policy Statement

The Parish Council is committed to transparency and the proactive release of information. To this end, the Council has formally adopted a Model Publication Scheme.

This scheme outlines the types of information that are routinely made available to the public and provides clear instructions on how such information can be accessed.

The guide to this publication scheme is readily accessible on the Council's official website at [www.pentewanvalley-pc.gov.uk](http://www.pentewanvalley-pc.gov.uk)

alternatively, a hard copy can be requested from the Parish Clerk.

For information that is not routinely published, individuals may submit a written request. Such requests can be made via e-mail to the Parish Clerk at [clerk@pentewanvalley-pc.gov.uk](mailto:clerk@pentewanvalley-pc.gov.uk)

The Clerk will respond to all requests within 20 days, as stipulated by legislation. The Council will provide advice and assistance to anyone who wishes to request information or who has already made a request.

Any information disclosed by the Council in response to requests will be recorded and published in a Disclosure Log, in line with the Council's Publication Scheme.

### Procedures for Handling Requests

#### 1. Submission of Requests

Requests for information under the Freedom of Information Act 2000 (FOI) should ideally be made in writing, including e-mail.

Individuals making verbal requests will be asked to put their request in writing and to provide their name, correspondence address, and a clear description of the information they are seeking. For requests under the Environmental Information Regulations Act 2004 (EIR), a written request is not required, but a written record of the conversation will be kept by the Council.

#### 2. Reference Requirements

Individuals are not required to specifically mention FOI or EIR legislation when making their request for information.

3. **Clarification and Reformulation**

If the description of the information requested is unclear, the Clerk may ask the applicant to reformulate their request. Should any difficulties arise in identifying or locating the information, the applicant will be invited to provide further details to help clarify their request.

4. **Response Timeframes**

All requests must be responded to within 20 days. If the Council considers applying an exemption to the request, the applicant will be notified and provided with an estimated date for a full response. A Freedom of Information fact sheet will accompany the response.

5. **Information Availability**

The Clerk will confirm whether the Council holds the requested information. If the information is not held, or if the request must be redirected to another public authority, the applicant will be informed and provided with an explanation.

The Council will also indicate if the information has been destroyed, unless confirming this is itself exempt from disclosure.

6. **Fees and Notices**

If applicable, the Council will issue a Fees Notice confirming that the information is held and providing an estimate of the cost of supplying it, up to a maximum of £100. Requests with estimated costs above this limit may be refused.

In such cases, a Refusal Notice will be provided, confirming whether the information is held (unless the cost prevents this) and stating the retrieval cost. Applicants may amend and resubmit their requests, and the Council will offer appropriate advice and assistance.

7. **Payment of Fees**

When a fee is required, the requested information will only be released once payment has been received. The 20-day response period may be extended by up to three months while awaiting payment. Upon receipt of payment, the Council will respond within 20 days.

8. **Exemptions**

All requests will be assessed for potential exemptions. If an exemption is applicable, the Council will issue a Refusal Notice identifying the exemption and explaining its application, unless the reason is already clear.

The Council may decline to confirm or deny holding certain information if doing so would itself disclose exempt material. The Refusal Notice will contain details of the Council's complaints

procedure and information about the Information Commissioner's Office for those wishing to challenge a decision.

9. **Disclosure and Record Keeping**

Provided all fees are paid and no exemptions apply, the Council will disclose the requested information. The Council will maintain a formal system for logging requests and recording all significant actions taken, ensuring a clear and auditable record of all Freedom of Information requests.

Date of policy: March 2026

Approving committee: Full Council

Date of committee meeting: 18 March 2026

Date for next review: March 2027