



## **FREEDOM OF INFORMATION POLICY**

### **Introduction**

Keynsham Town Council issues this policy in response to the Freedom of Information Act 2000 (FOIA). This policy is also aligned to other legislation relating to access to information, including the Data Protection Act 1998 and the Environmental Information Regulations 2004.

The Council supports the FOIA's key objectives of increasing openness, accountability and transparency in the public sector. The Council recognises that promotion of greater openness and increased transparency in relation to Council decision making will build public trust and confidence in government.

### **Scope**

This Policy applies to all employees of Keynsham Town Council including. Elected Members, contract, agency and temporary staff, volunteers, and employees of partner organisations working for the Council.

The FOIA applies to all information held by the Council and information held by another person on behalf of the Council, including information held by contractors and partner organisations on the Council's behalf.

### **Obligations**

The FOIA confers a general right of access to information held by public bodies. Requests for information received in writing must be responded to within 20 working days. Applicants have a right to be informed as to whether the information they have requested is held by the Council, and if so, to have that information communicated to them (subject to certain exemptions).

The FOIA also requires that each public authority adopt and maintain a Publication Scheme which is a structured list of the types of information that a public authority makes available.


appropriate limit of £450 may be satisfied. These will be dealt with on a case-by-case basis and charged at a rate of £25/hour.

In all cases where a fee is charged, payment will be required in advance of disclosure.

**Adopted:** Council Meeting 17 October 2023

**Minute Number:**

**Review: October 2024**

Signed  Date 17<sup>th</sup> October 2023

Chair of Council

Signed  Date 17<sup>th</sup> October 2023

Town Clerk



Dawn Drury – Town Clerk  
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Keynsham, Bristol BS31 1HF  
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## Freedom of Information Request

Submit a request for information directly to the Town Clerk.

Name	
Address	
Telephone Number	
Email	
Your Enquiry	

Please email this form to the Town Clerk email - [townclerk@keynsham-tc.gov.uk](mailto:townclerk@keynsham-tc.gov.uk)



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### **Model publication scheme**

#### **Freedom of Information Act**

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

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