

Bury St Edmunds Town Council

Freedom of Information Policy

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a FOI publication scheme. Government is committed that public authorities '*produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public*'. Bury St Edmunds Town Council has adopted the Information Commissioner's model scheme.

The following headings indicate the type of information that is available in respect of Bury St Edmunds Town Council:

- Who we are and what we do
- Our income based on the Precept how we spend it
- What our priorities are and how we are doing against those priorities
- How we make decisions
- Our policies and procedures
- Town Council Lists and Registers
- The services we offer

| Area of Information | How information can be accessed | Cost |
|------------------------------------------------------------------------|----------------------------------------|-------------|
| Planning and Licensing | Website Hard copy | Free |
| War Memorials | Website Hard copy | Free |
| Allotments | Website Hard copy | Free |
| Council Office premises | Website Hard copy | Free |
| Health and safety management – seating; dog/litter bins; salt bins | Website Hard copy | Free |
| Minutes of Council/Committees and documents arising from such meetings | Website Hard copy | Free |

Information that would not generally be made available includes:

- 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.
- Information deleted in any form including from electronic files before the date of the FOI query

The following sets out the procedure for applications made under the Freedom of Information Act (FOI):

To make a request

To make a request under FOI please contact the Town Council in writing (by letter or e-mail) providing the following details:

- Your title, initials and last name
- Your address for correspondence (including the postcode)
- Your e-mail address (to assist any queries)
- A contact telephone number (to assist any queries)
- Details of the information you are requesting. Please be as specific as possible to reduce the time taken to process your request – this could affect any costs which you may incur

Send your application to:

Bury St Edmunds Town Council
79 Whiting Street
Bury St Edmunds
IP33 1NX

The Town Council's response

The Town Council will record details of your request and will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. It may take legal advice on the handling of the request. The Town Council must provide the information within your request within 20 working days or explain to you why it is unable to do so.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details of the Bury St Edmunds Town Clerk will be provided and an appointment made to view the information will be arranged within a reasonable timescale under the terms of the Act.

Information will be provided in the language in which it is held. Where the Town Council 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.

What to do if you are dissatisfied with any FOI decision

If you are dissatisfied with the information provided, you may request an internal review of this matter made to the Town Clerk who will refer it to full Town Council. If, after an internal review, you are still dissatisfied with the decision, you have a right of appeal to the Information Commissioner at the following address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via the ICO website.