



# Mancetter Parish Council

## DOCUMENT CONTROL

Organisation	<b>Mancetter Parish Council</b>
Title	<b>Freedom of Information Policy</b>
Policy Version	<b>2</b>
Creator	<b>Jo-Anne Ambrose, Parish Clerk</b>
Adopted	<b>23 June 2026</b>
Minute Reference	<b>2026/014</b>
Last review Date	<b>June 2026</b>
Next Review date	<b>May 2027</b>

## FREEDOM OF INFORMATION POLICY 2026

### Policy Statement

Mancetter Parish Council is committed to openness, transparency, and accountability in its decision-making and operations. The Council recognises the public's right to access recorded information under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) and will ensure that all requests are handled in accordance with these laws.

### Purpose

This policy establishes the Council's commitment to:

- Complying with FOIA and EIR obligations
- Providing clear access to information held by the Council
- Ensuring that exemptions are applied appropriately
- Maintaining accountability to residents and stakeholders

### Scope

This policy applies to all recorded information held by Mancetter Parish Council, including:

- Council minutes, agendas, and reports
- Financial and governance records
- Environmental information relevant to Council activities

It applies to all staff, Councillors, and any third-party contractors handling information on behalf of the Council.



# Mancetter Parish Council

## Legal Framework

The Council's approach to information disclosure is guided by:

- Freedom of Information Act 2000 (FOIA)
- Environmental Information Regulations 2004 (EIR)
- Data Protection Act 2018 (DPA) & UK GDPR

## Council Responsibilities

The Council will:

- Maintain a Publication Scheme that outlines routinely available information
- Ensure that formal requests for information are handled fairly, transparently, and in line with legislation
- Apply exemptions only when legally justified, with clear reasoning
- Provide avenues for appeal and complaint, including reference to the Information Commissioner's Office (ICO)

## Commitment to Transparency

Mancetter Parish Council will:

- Make information publicly accessible wherever possible
- Ensure staff are aware of their responsibilities under FOIA/EIR
- Regularly review information management practices to support effective disclosure

## Exemptions and Restrictions

The Council will apply exemptions under FOIA or EIR where necessary, including: • Personal information protected under DPA/GDPR • Confidential or commercially sensitive information • Requests that are vexatious or repeated Decisions to withhold information will be clearly documented and communicated to the requester.

## Review

This policy will be reviewed every 2 years to ensure ongoing compliance with legislative requirements and best practice.



# Mancetter Parish Council

## Appendix A

### Freedom of Information Procedures

#### Purpose

These procedures provide guidance on how Mancetter Parish Council handles requests for information under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). They ensure requests are processed consistently, fairly, and in compliance with legislation.

#### Scope

These procedures apply to all council staff, councillors, and contractors who manage, store, or provide information on behalf of the Council. They cover:

- Routine information available through the Publication Scheme
- Formal FOIA and EIR requests
- Requests for environmental information Making a Request Requests can be made in writing, by post or email, and must include:
  - Requester's name and contact details
  - A clear description of the information requested

#### Contact details:

Jo-Anne Ambrose  
Proper Officer & Parish Clerk  
Mancetter Parish Council

#### Postal correspondence only:

Mancetter Parish Council  
PO Box 7,171  
Nuneaton  
Warwickshire  
CV11 9QD

**Email:** [parishclerk@mancetterparishcouncil.gov.uk](mailto:parishclerk@mancetterparishcouncil.gov.uk)

**Mob:** 0738 648 4456

#### Assessing and Processing Requests

1. Verify Request: Confirm the information requested is held by the Council and falls under FOIA or EIR.



## Mancetter Parish Council

2. Check Exemptions: Determine if the request includes any exempt information (personal, confidential, or commercially sensitive).
3. Retrieve Information: Search relevant records and collate information.
4. Consult if Necessary: If information involves third parties or sensitive content, consult with relevant parties before release.

### Response Time

The Council aims to respond to all requests within 20 working days. If the request is complex or voluminous, the Council may extend the response period but must inform the requester of any delay and the reason.

### Providing Information

Information will be supplied in the requested format (paper or electronic). If the request is refused, the Council will provide:

- The reason for refusal
- The specific FOIA or EIR exemption applied
- Information on the right to appeal

### Exemptions

Information may be withheld if it falls under exemptions, including:

- Personal information – protected under Data Protection laws
- Confidential information – including legal advice or sensitive negotiations
- Commercially sensitive information – which could affect the Council's or a third party's interests
- Vexatious or repeated requests – imposing disproportionate burden without merit All exemption decisions must be documented.

### Charges

- The Council will normally provide information free of charge.
- Charges may apply for complex or extensive requests, covering photocopying, postage, or staff time.
- Any charges must be communicated to the requester before processing.

### Appeals and Complaints

If dissatisfied, the requester can appeal in writing to the Parish Clerk in the first instance. If the issue remains unresolved, the requester may contact the Information Commissioner's Office (ICO) for further information.



# Mancetter Parish Council

## Record-Keeping

A record of all FOIA/EIR requests must be maintained, including:

- Date received
- Information requested
- Actions taken Date responded
- Outcome or exemptions applied

## Staff Responsibilities

All staff must understand and comply with these procedures and staff must seek guidance on complex or sensitive requests. Training and updates on FOIA/EIR compliance should also be undertaken regularly.