



# LLANHARAN COMMUNITY COUNCIL

## Freedom of Information Policy

## **1. Introduction**

This policy outlines how Llanharan Community Council complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), promoting openness, transparency, and accountability in the delivery of its services.

The Council is committed to making information available to the public proactively through its Publication Scheme and to responding to individual requests for information in accordance with the law.

## **2. Scope of the Policy**

This policy applies to all recorded information held by the Council, regardless of format (e.g. paper, electronic, audio).

This includes:

- Minutes of meetings
- Financial records
- Policies and procedures
- Correspondence (where appropriate)
- Contracts and agreements

This policy covers:

- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, where personal data is involved

## **3. Responsibilities**

- The Clerk is the designated FOI Officer and is responsible for managing FOI and EIR requests.
- All councillors and staff are expected to support compliance by ensuring records are managed appropriately and passed to the Clerk when needed.

## **4. Publication Scheme**

The Council has adopted the Model Publication Scheme as approved by the ICO. This scheme sets out:

- What information is routinely available
- How it can be accessed
- Whether there is a charge

The Council's Publication Scheme is available on the Council's website and in hard copy on request.

## **5. Making a Request for Information**

Requests for information must:

- Be in writing (email or letter)
- Include the requester's name and contact address (email or postal)
- Describe the information requested in sufficient detail

Requests under the EIR can also be made verbally.

Requests should be sent to:

Clerk to the Council

2A Chapel Road, Llanharan, CF72 9QA.

Clerk@llanharan-cc.gov.wales

## **6. Responding to Requests**

- The Council will respond within 20 working days of receipt. This should be acknowledged in writing to the requester as soon as is reasonably practicable after receiving the request.
- In complex cases, under EIR, this may be extended by a further 20 working days; the requester will be notified.
- If information is exempt or cannot be disclosed, the Council will explain the reasons and cite the appropriate exemption or exception.

## **7. Fees and Charges**

- Most requests will be provided free of charge.
- Charges may apply for printing, photocopying, or postage, in accordance with the Council's Publication Scheme.
- Where a charge applies, the requester will be notified in advance.

## **8. Exemptions and Refusals**

The Council may refuse a request if:

- An exemption under FOIA or an exception under EIR applies
- The request is vexatious or repeated
- The cost of compliance exceeds the appropriate limit (£450 for parish/community councils)

## **9. Appeals and Complaints**

If a requester is dissatisfied with the response or handling of their request, they may request an internal review by writing to the Clerk.

If still dissatisfied, they may contact:  
Information Commissioner's Office (ICO)  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Website: <https://ico.org.uk/>

#### **10. Data Protection Considerations**

Where requests involve personal data, the Council will ensure compliance with the Data Protection Act 2018 and the UK GDPR. Personal data will not be disclosed unless lawful to do so.

#### **11. Review and Monitoring**

This policy will be reviewed annually or sooner if legislation changes.