



Freedom of Information Policy

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Itchen Valley Parish Council has formally adopted a model publication scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Itchen Valley Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by the Itchen Valley Parish Council comprises of both mandatory documents and optional documents.

Information is available for inspection by arrangement with the Clerk. As the Parish Council has only one staff member, prior notification of an information request will be of assistance in arranging for the clerk to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable. (See FOI publication Scheme).

The Parish Council provides the agenda and supporting documents for the Parish Councillors to receive information and to make decisions. The agenda is discussed in public, and it is the Parish Council's view that any papers attached to the agenda through this routine administrative process are also available to persons requesting information under the Freedom of Information Act 2000. However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000.

The agenda and public minutes are available on the Itchen Valley Parish Council's website where practicable.

Please see IVPC Freedom of Information Publication Scheme for more information.

Adopted by Full Council:

Minute Number:

Signed by Chairman: _____

Due for Review: May 2023