

Model Publication Scheme V1.0  
**Model Publication Scheme**

**Huntley Parish Council**

This document summarises how the Parish Council will deal with requests for information under the Freedom of Information Act / Model Publication Scheme.

Requests received by email. A reply will be provided within 7 calendar days advising the enquirer when the information can be provided and an estimate of the costs associated with providing the information.

Request received by post. Where a contact telephone number is either provided or traceable, the enquirer will be advised by telephone, within 7 calendar days of receipt of the written requests, advising the enquirer when the information can be provided and an estimate of the costs associated with providing the information. Where no contact telephone number can be found, a written response will be posted within 7 calendar days, advising the enquirer when the information can be provided and an estimate of the costs associated with providing the information.

Requests received by telephone. Where a verbal request is made by telephone, the enquirer will be called back within 7 calendar days of either having the conversation or the Clerk picking up a message that has been left. This call will advise when the information can be provided and an estimate of the costs associated with providing the information.

Requests received in person. Where information is requested in person, for instance at a Parish Council meeting, the Clerk will take the contact details of the enquirer and call them back within 7 calendar days, and confirm when the information can be provided and an estimate of the costs associated with providing the information.

**Supply of the information.**

In all the above cases, once the enquirer has confirmed that they wish to receive the information, they will be asked to provide payment of the costs to be reimbursed (where appropriate) and upon receipt and clearance of this payment, the information will be posted within a further 7 calendar days.

Where no payment is necessary, for instance, when the information can be emailed, the information will be provided to the enquirer within 7 calendar days subject to the clerk having a suitable email address to send it to.

**Exceptions to this process.**

These timescales cannot be guaranteed when the Clerk is taking annual leave from her position. Such times cannot be publicized for security and privacy reasons. When a request for information is received during a period of time when the Clerk is on leave, the request will be dealt with as if it were received on the second day that she returns to her duties as Clerk to the Council

Details of the information available from Huntley Parish Council, along with a schedule of charges, can be viewed at any Parish Council meeting. This information can also be provided by email and will be available on the Parish Council website, once it is functional.

Further information can be obtained by contacting The Parish Clerk whose details are on our website at <https://huntleypc.weebly.com/contact.html>