



Keighley Town Council

Freedom of Information Policy

APPENDICES

None

To meet the requirements of the Freedom of Information Act 2000, Keighley Town Council has examined the range of documents that it holds and agreed to make many of these available to the public.

The Town Clerk has responsibility for the scheme and full contact details are given below.

Classes of information for publication are contained in the Town Council Publication scheme which is available on the Town Council website: www.keighley.gov.uk

Availability of Information

The details of the scheme will be available:

1. In person from Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ
2. On the website: www.keighley.gov.uk

The classes of information that the Council will not provide includes:

1. Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
2. Information that is no longer readily available because it has been archived or is difficult to access for similar reasons.

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, these will be charged at cost and if posting is required this will be charged at the first-class large letter rate.

Procedure for applicants requesting information listed under Keighley Town Council's Publication Scheme:

1. Applications requesting information should in the first instance be in writing and include the name and address of the applicant for a response.
2. Requests should include a clear statement of the information required (if the request is unclear the Town Council may ask the applicant to be more specific, which may cause delay in the Council making a response)

3. Where the information is readily accessible to the applicant via information within the Council's publication scheme, the applicant will be directed to that scheme.
4. The Town Clerk will aim to respond to the request for information from an applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or, whether additional information is required.
5. The Town Council will aim to respond to a request for information from an applicant under the Freedom of Information Act 2000 and regulations within 20 working days.
6. An application for personal information will not be dealt with under this procedure but will be responded to in accordance with the terms of the Data Protection Act.
7. The Town Council is not obliged to comply with repeated or vexatious requests.
8. Certain information held by the Town Council will be classified as exempt under the Freedom of Information Act. The Act provides for both absolute and qualified exemptions and where information is exempt there is no obligation under the Act to provide the requested information.
9. The Town Council will review its publication scheme on a regular basis.
10. If an applicant is unhappy with the way Keighley Town Council has dealt with their request under the Freedom of Information Act 2000, they should raise the matter in accordance with the Complaints Procedure.

The contact details for the person who is responsible for maintaining the Publication Scheme and who should be contacted should any issues arise concerning the Town Council's compliance with the Freedom of Information Act is:

Joe Cooney
 Town Clerk
 Keighley Town Council
 Civic Centre
 North Street
 Keighley
 BD21 3RZ
 01535 872126
Joe.cooney@keighley.gov.uk

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	19 March 2020	May 2023	None
V2.	23 March 2023	March 2025	Under Charges for information. Replace second stamp cost with first-class large letter rate