



Freedom of Information Policy

June 2025

Purpose of the document:	This policy is intended to provide guidance about the Council's commitments under the Freedom of Information Act (FOIA) and to support individuals and organisations to submit FOI requests
Reviewed by	Finance & Scrutiny Committee
Adopted:	10 June 2025
Frequency of Review:	Annually
Review date:	June 2026
Freedom of Information:	This policy will be published on the FTC website and a copy will be made available to view in the council offices

1. Introduction

Filton Town Council is committed to openness and transparency and provides information in line with the model information scheme published by the Information Commissioner's Office (ICO). This means that we publish a wide variety of information proactively.

You can view a copy of the Filton Town Council publication scheme as an annex to this document.

2. Making a Freedom of Information Request

If you think Filton Town Council holds information which we have not published, and you would like to make a request for a copy of the information, please contact the Office – email office@filtontowncouncil.gov.uk

Please include your name, address and a clear description of the information you are seeking when you make your request.

Requests must:

- Be in writing unless the requester is unable to make a request in writing, for example due to a disability, in which case we will provide assistance to enable you to make a request. Please call the office on 01454 803918
- Describe the information requested (a reference to FOI is not required)

3. Responding to your request

Filton Town Council will inform you in writing whether we hold the information you have requested as soon as possible and, if we do hold the information, we will provide it to you no later than 20 working days after we receive the request unless:

- We believe the information is exempt under FOI or
- The request is vexatious (in line with the Code)

We will apply exemptions only where necessary and in line with the public interest test.

At all times, the Council will comply with all requirements as outlined by the Information Commissioners Office (ICO) - <https://ico.org.uk/for-organisations/foi/freedom-of-information-and-environmental-information-regulations/request-handling-freedom-of-information/>

If we do not have the information, or we believe the information is subject to an exemption, or that the request is vexatious, we will write to you and confirm our decision.

4. Complaints

If you are dissatisfied with the way we have responded to your request for information, please write to the Town Clerk via office@filtontowncouncil.gov.uk

You may also raise your complaint with The Information Commissioner's Office (ICO) <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/> ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



Information available from Filton Town Council under the model publication scheme (current year)

Information relating to prior years may be available upon request.

Who we are and what we do	
Organisational information, structures, locations and contacts	Council & Committees including Scheme of Delegation - website
Council Details including office location	Town Clerk, Office and Councillors - website
Staffing Structure	Website

What we spend and how we spend it	
Council Tax / Precept information	Website
Grants	Website
Income & Expenditure for the prior year	Website
Financial Regulations	Website
Audits and annual return	Website

Our priorities and progress	
Town Plan	FTC are currently reviewing
Annual Reports	Website

How we make decisions	
Timetable for meetings	Website

Agendas for meetings	Website
Minutes for meetings	Website
Reports & responses to applications & consultations	On request
Policies & Procedures	Website

Registers	
Asset Register	On request
Register of Councillors interests	On request
Register of gifts & hospitality	On request

Our services to residents	
Allotments	Information is currently under review
Elm Park Leisure Centre	Information is currently under review
Parks, playing fields and recreational facilities	Information is currently under review

Information on the website is available free of charge. Hard copy documents are available to view in the Office, please enquire via the Town Clerk.