

Worcestershire County Council
**Freedom of Information and
Environmental Information
Policy**

Policy Reference No. IGPOL02

Version: 2.0

Date: 01 December 2021

Document Control

Field	Details
Organisation	Worcestershire County Council
Title	Freedom of Information and Environmental Information Policy
Author	Becki Staite, Information Governance and Compliance Manager
Owner	Becki Staite, Information Governance and Compliance Manager, Corporate Information Governance Team (CIGT)
Subject keywords	Information management; freedom of information; information legislation; information access;inf;

Contents

1. Introduction	4
2. Scope	4
3. Purpose	4
4. Roles and Responsibilities	4
5. Publication Scheme	5
6. General Rights of Access	5
7. Requests for information.....	5
8. Charges.....	6
9. Complaints	6
10. Policy Compliance	6
11. Further Information	7
12. Policy Governance.....	7
13. Supporting Policies	7
14. Monitoring	8
Appendix 1: Definitions.....	9
Appendix 2: Information Requests Process Maps	10

procedures in their team and must ensure that the staff member completes the mandatory FOI eLearning (or equivalent).

- 4.7 All staff must recognise that all recorded information may be provided to the public and that in every case the law requires that there will be full and unconditional disclosure unless one of the statutory exemptions/exceptions applies.
- 4.8 Relevant training for staff will be facilitated by CIGT. All Staff are required to complete the mandatory Freedom of Information training.

5. Publication Scheme

- 5.1 FOI requires the Council to adopt and maintain a publication scheme. A publication scheme is a commitment to provide information routinely and proactively to the public.
- 5.2 The Council's online Publication Scheme specifies:
 - what information the council will make routinely available to the public
 - how it will do so, and
 - whether or not information will be made available free of charge or on payment of a fee

6. General Rights of Access

- 6.1 In addition to

14. Monitoring

- 14.1 The Council will regularly monitor and audit its Information Governance practices for compliance with this and other policies.
- 14.2 Audit services will be responsible for carrying out regular Information Governance Audits of all Directorates service areas. These will be conducted in accordance with the Chief Auditor's Audit Plan.
- 14.3 The results of these audits will be discussed with the Information Governance and Compliance Manager. Areas of High risk will be reported to Audit and Standards Committee, Senior Information Risk Owner and Information Governance Board.

Appendix 1: Definitions

Term

Appendix 2:

1.1 Request for recorded information received?

Does it mention FOI or EIR?

Is it Business As Usual?

Is it in the Publication







