

LONGCOT PARISH COUNCIL

ARRANGEMENTS for VIEWING COUNCIL DOCUMENTS

Issue History

Date of Adoption	Reference in Minute Book	Comments
12/02/2015	32/15	Procedure valid from 12 February 2015

Introduction

- 1 Members of the general public have the right to view a wide range of Council documents. The information available is set out in the Council's document "Information available from Longcot Parish Council under the model publication scheme". This latter document is available on the Council's website.
- 2 The present document sets out the procedure that must be followed if a person wishes to physically examine Council documents. Documents maybe stored outside of the parish but would normally be brought to Longcot for examination. For that reason documents must be pre ordered in writing.
 - Pre ordering ensures that documents are available for examination when required.
 - Refusal to put the request in writing does not necessarily mean that the documents cannot be examined, but it increases the probability that, due to misunderstandings, the required documents will not be available.

Procedure

- 1 Persons wishing to inspect documents must write to the Clerk. Her contact details are:
Address Ms T Brock, Clerk to the Council, 8 Sand View, Faringdon, Oxon, SN7 7UT
Telephone 01367 243531
e-mail Tina.brock@btinternet.com
- 2 The request must include the following information:
 - a. The documents the applicant wishes to view
 - b. the name, organisation (if applicable) and contact details of the person making the request
- 3 On receipt of the request the Clerk must consider the following possibilities:
 - a. Can the required information properly be made available?
 - If she believes that there is concern on this point, the Clerk must consult the Chairman. The outcome of this consultation will be one of the following:
 - ◆ The document cannot be made available on grounds of confidentiality
 - ◆ The document should be redacted before it is made available
 - ◆ The document can be made available in the normal way
 - b. Is the required information available on the web site?
 - In such cases, the Clerk will so advise the applicant.
 - c. Are the required records deposited in the Oxfordshire Records Office?
 - If the records have been archived, the Clerk will so advise the applicant.

- 4 Subject to paragraph 3a immediately above, if it is determined that a requested document cannot be made available the Clerk must:
 - a. Immediately inform the applicant of this decision
 - b. Inform the Council at its next meeting that access to one or more of the Council's documents have been denied.
- 5 If document(s) are to be made available for inspection the Clerk should make the following arrangements:
 - a. Liaise with the applicant to arrange a mutually convenient date and time
 - b. Locate a suitable room within the Parish
 - c. Arrange for a second person representing the Council to be present whilst the documents are being examined.
 - Under no circumstances must the Clerk proceed with the meeting unless this second person is physically present.
 - d. Carry out or arrange to have carried out any necessary redactions.
 - e. Bring the necessary documents to the meeting room and make them available to the applicant.
 - f. Ensure that the documents are handled in a responsible way.
 - Consider the provision of white cotton gloves for sensitive documents.
 - g. At the end of the session return the documents to their place of storage.
- 6 The Council does not supply copying facilities in the meeting room but copies of appropriate documents can be made available to persons in accordance with the Council's policy as set out in the Council's document "Information available from Longcot Parish Council under the model publication scheme". Applicants should note that charges are normally made for copies supplied
- 7 No charge will be made for viewing the documents unless, prior to the meeting, the Clerk advises the applicant otherwise. This advice will be supplied in writing or as an e-mail.

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