



## **NEWENT TOWN COUNCIL and BURIAL AUTHORITY**

# **FREEDOM OF INFORMATION POLICY STATEMENT**

(Adopted on 12<sup>th</sup> September 2016; to be reviewed annually)

Reviewed on 23<sup>rd</sup> January 2023 & 22<sup>nd</sup> January 2024

Newent Town Council's ("the Council") statement of policy in regard to Freedom of Information is:

"The Council supports the Freedom of Information Act's objectives of openness, accountability and transparency in the public sector"

The Council will:

- Publish and maintain a Publication Scheme that at least meets the requirements of the Freedom of Information Act, as recommended by the National Association of Local Councils
- Offer advice and assistance to applicants seeking information
- Respond promptly to all requests, acknowledging receipt of the request and informing the applicant of the anticipated time to release the information
- Where exemptions are applicable, inform the applicant of these and indicate as soon as possible any impact this has on the timetable for responding to the request
- Inform applicants whose requests are deemed vexatious or repeated that their request will be exempted
- Assist, where possible, an applicant who is unable to detail their request in writing
- Inform an applicant of any charges likely to be levied
- Inform an applicant of alternative information that can be provided free, where the specific request would incur a charge
- Consider the impact of other related legislation such as the General Data Protection Regulations and the modernising government agenda