



# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS POLICY\*

## 1 Introduction

1.1 The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) apply to all public authorities.

1.2. The EIR applies to all environmental information and the FOIA to all other information.

1.3 FOIA is enforced by the Information Commissioner (who also has responsibility for data protection issues).

1.4 The legislation introduces a presumption in favour of access to information unless an exemption applies.

1.5 The Town Council needs to have a publication scheme approved by the Information Commissioner's Office. The scheme indicates what and how information will be provided. The scheme must also include a charging scheme if charging is to be made.

## 2 The Policy

### 2.1 The Town Council will

- Publish the required information on the website and through the Publication Scheme.
- Respond to requests for information within 20 working days (This is extended to 40 working days for EIR information if it is bulky and complex. Other information further time is allowed up to 20 working days applying the public interest test but still requires a response within 20 working days).
- Release all information in response to requests for information except where an exemption/exception legitimately applies;
- Will charge fees in line with the guidance and include these charges in the Publication Scheme
- Handle requests for information professionally and in accordance with the Codes of Practice issued under section 45 of the FOIA and Regulation 16 of the EIR, providing advice and assistance to applicants.

- Manage our records in an organised and efficient way.
- Hold an internal review should an applicant be dissatisfied with the way the request was handled and the applicant requests one.
- FOI requests will only be received in writing

### 3 Responsibilities

**3.1** Everyone who works for the Town Council has some responsibility for ensuring that information is stored and handled appropriately.

**3.2** There are people with key responsibilities

- Councillors are ultimately responsible for ensuring the Town Council meets its legal obligations
- The Town Clerk is responsible for
  - Logging information requests
  - Responding to the requests

This Finance & General Purposes Committee adopted this Policy for Freedom of Information and Environmental Regulations at its meeting on

.....9/3/15.....

Review Date = Bi-annual

Amended or Reviewed	Date	Version No	Who
Approved	9/3/15	090315/1	Phil Watkins
Reviewed	26/9/16	090315/1	Richard Edwards (Mayor)
Reviewed	25/9/17	090315/1	Victoria Ruff-Cock