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**Swanley Town Council**  
*Caring for our Community*

**Freedom of Information Policy Statement**

**Swanley 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 Data Protection Act and the modernising government agenda

In addition to this policy the Council will issue detailed procedures to ensure staff will meet their obligations as set out in the Freedom of Information Act.

**Steve Nash – CEO & Proper Officer**

Signed .....

Dated .....

*This policy was approved at a meeting of the Policy & Finance Committee on 7<sup>th</sup> June 2017.  
It will be kept up to date as the size and nature of the council changes or as new legislation is introduced.  
Otherwise date of next review May 2020*

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