



**This is the statement of intent as regarding Freedom of Information for Dalton Parish Council**

**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. Request for information to be responded to fully within 20 days. The response must be either the provision of the information or a refusal notice drawn up in accordance with the provisions of the legislation. If a response will take longer than 20 days this should be notified to the applicant, stating reasons and proposed time scale.
  - 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
  - Apply the principles of good records management
  - Consider the impact of other related legislation such as the Data Protection Act and GDPR
- In addition to this policy

Adopted by Full Council minute number 6401.40 March 2024