

UK Municipal Bonds Agency Freedom of Information Statement

Date policy created: December 2019

Date of last review: December 2022

Date for next review: December 2023

1 Policy Statement

1.1 Under the Freedom of Information Act 2000 as amended it is a legal requirement for the UKMBA, as a Public Authority for the purposes of the Act, to provide a publication scheme to promote greater openness and accountability across the public sector. The publication scheme is available on UKMBA's website. This policy covers all requests for information made under the Freedom of Information Act and is applicable to all staff and members of the public.

1.2 The publication scheme is the legal document which must be available to members of the public to inform them of what publications are available and how to request them. The UKMBA has adopted the Information Commissioner's Office model publication scheme.

1.3 To promote greater openness and accountability the UKMBA will:

- inform staff of its legal obligations in respect to the Freedom of Information Act
- publish the scheme and maintain its accuracy to ensure that members of the public are aware of publications available
- ensure that members of the public are aware of how to access publications
- respond to requests for information not directly covered by the scheme
- will provide a method of feedback on the publication scheme

Freedom of information Requests

Requests for information under the Freedom of Information Act must be made in writing. Please send your request to the following address:

UKMBA PLC
18 Smith Square



London
SW1P 3HZ

Or by email to: foi@local.gov.uk. Please include 'Freedom of Information request' in the title of the email.

Further advice and guidance

If you would like further advice or assistance on making a Request for Information please contact the LGA Business Management Officer (Compliance).

Once submitted, your request will be logged and formally acknowledged. You will be provided with a unique Request for Information number and point of contact.

We may contact you following receipt of your request to clarify the information you require so that we can process [your request](#).