

Reply by email: [REDACTED]

Telephone: 01636 655216/7  
Email: [freedom@newark-sherwooddc.gov.uk](mailto:freedom@newark-sherwooddc.gov.uk)

Your ref:  
Our ref: **RFI-2020-0221**

27 March 2020

Dear [REDACTED]

**Request for information: RFI-2020-0221**

Your request for information made on 2 March 2020 about our preparedness for Coronavirus (Corvid-19) has now been considered. The information held by the Council relevant to your request is set out below:

**At the time of your request the Council did not have a specific virus pandemic plan. The Local Resilience Forum (LRF) had a plan and we had a generic business continuity plan, which details considerations to prepare for operating with 50% of our staff.**

Clearly since that point in time significant planning has taken place. Details of the specific emergency services we are offering during the pandemic are available on our website:

<https://www.newark-sherwooddc.gov.uk/emergency/coronavirus/>

This request has been handled under the Environmental Information Regulations 2004.

**Where provided, the direct contact details of individual Council officers must not be used for the purposes of direct marketing.**

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by a member of the Senior Leadership Team who has not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website [www.ico.org.uk/](http://www.ico.org.uk/)

More details of this complaints process are available to view on our website at the following link: [www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/)

There is no charge for making an appeal at any stage.

Yours sincerely

David Clarke



Information Governance Officer