

MERSHAM AND SEVINGTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

If after receiving the response to the Freedom of Information Request you are not satisfied, then you can request an Internal Review.

Internal Review Process

The following procedure applies:-

Put your complaint in writing, providing any supporting evidence, to the Clerk to the Council. This information will be passed to the Internal Reviewing Officer for investigation.

You will normally receive a response within 40 working days.

If you are still dissatisfied with this response please follow the formal complaints procedure outlined below.

Formal Procedure

If you were dissatisfied with the outcome of the internal review procedure you should make a formal complaint. The following procedure applies:-

Put your complaint in writing, providing any supporting evidence, to the Clerk to the Council, who will investigate and respond to your complaint within 40 working days.

If the Clerk to the Council dealt with your initial request for information your complaint will automatically be referred to the Chairman of the Council for independent consideration. In this case your complaint will also receive a response within 40 working days.

If, after pursuing the above complaints process, you are still dissatisfied with the response you have been given, you may refer the matter to the Information Commission for a decision whether the request for information has been dealt with in accordance with the requirements of the Act.