



Gamlingay Parish Council
The Eco Hub
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Freedom of Information Requests – procedure

1. **Read** – request. Assess.
2. **Record** – date of receipt and progress of request to completion.
3. **Retrieve** – relevant information.
4. **Refer** – if necessary seek views within the council and externally (CAPALC) about the disclosure of information and the balance of public interest.
5. **Redact** – decide whether some information within a requested document needs to be removed due to its sensitive nature.
6. **Review** – Clerk/Chair/Vice Chair to authorise any exemptions to disclosure of information.
7. **Reply (within 20 working days)** – In writing using template reply. Keep copies of letter and any enclosures. If costs are likely to exceed £450 (copies, time to retrieve etc) then ask applicant if they wish to proceed.
8. **Release** – consider adding information to publication scheme.

Note – some correspondence including requests for information should continue to be dealt with as normal business if that is clearly the intention of the correspondent.

Adopted October 2009,
Revised 13/02/2018