

BIDDENDEN PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

Internal Review Procedure

1. The Parish Council shall have a Standing Internal Review Committee of three members which shall be appointed at the annual meeting, and the Committee shall appoint a Chairman forthwith. The Committee shall be quorate with two members present.
2. The Clerk shall advise the Chairman of the Parish Council and the members of the Standing Committee of the request for an Internal Review. The Chairman of the Internal Review Committee shall confirm that the request falls within the listed reasons for making a complaint, as published by ICO.
3. The Chairman of the Internal Review Committee shall acknowledge or shall direct the Clerk to acknowledge the request in writing within three days of receipt of the request, and provide details of the Internal Review procedure, with a date by which it is anticipated the procedure shall be completed. This will normally be 20 working days in normal circumstances, and 40 working days in exceptional circumstances. The Complainant shall be kept fully informed of all stages of the Internal Review.
4. The Standing Committee shall hold an Internal Review meeting in accordance with the agreed Terms of Reference.
5. The Parish Council shall maintain a record of Internal Reviews.