

Ivers Parish Council
By email to clerk@iversparishcouncil.gov.uk

10 March 2022

ICO reference: IC-101013-Q2V4

Dear Ivers Parish Council

**Freedom of Information Act 2000 (FOIA)
Complainant: Sally Roberts**

Thank you for confirming that, as a result of the Parish Council having changed its response to the FOI request, the information requested on 15 March 2021 was disclosed to the complainant on 21 February 2022.

What you need to do now

Where possible we prefer complaints to be resolved by informal means. As the Parish Council has now disclosed the information, I will be closing this case today, having provided the compliance advice below. You should take the necessary steps, including reviewing your policies and procedures if applicable, to improve your practices based on the advice provided.

Advice regarding the handling of this request

In its handling of this request the Parish Council failed to disclose the information to the complainant within the statutory period of 20 working days as set out in section 10 of FOIA: Time for compliance with request.

When dealing with future requests the Parish Council should ensure that it deals with requests made under FOIA in accordance with section 10 of FOIA and that it deals with requests made under the Environmental Information Regulations 2004 (EIR) in accordance with regulation 5(2) of the EIR.

The Parish Council may wish to consider whether all relevant staff have received adequate training in the handling of request for information, including the application of exemptions/exceptions. Although I do note that there has been a change of Clerk since the Parish Council originally dealt with the request.

If you have any concerns please contact me at icocasework@ico.org.uk (quoting the above reference) or call me on 0330 313 1873.

Yours sincerely

Victoria James
Senior Case Officer
Information Commissioner's Office
Direct dial number: 0330 313 1873

We are often asked for copies of the correspondence we exchange with third parties. We are subject to all of the laws we deal with, including the Data Protection Act 2018 and the Freedom of Information Act 2000. You can read about these on our website (www.ico.org.uk). Please say whether you consider any of the information you send us is confidential. You should also say why. We will only withhold information where there is good reason to do so.