

Alconbury Weston Parish Council

Freedom of Information Act 2000 **Procedure for carrying out an Internal Review.**

If any applicant for information is dissatisfied with the way in which Alconbury Weston Parish Council has handled their request, they may ask for an internal review of what has been done. This request should be made in writing to the Parish Clerk.

Alconbury Weston Parish Council will carry out an internal review within 20 working days of receipt of such a request.

Chairman and one other councillor will:

1. Establish whether the information requested is held by the Parish Council.
2. Assess whether the information could be given to the applicant or if it was subject to a “qualified exemption”.
3. Establish whether the applicant’s request was dealt within 20 working days following the request for information.
4. A written reply will be sent to the applicant on completion of the internal review.

Adopted by Alconbury Weston Parish Council on 25th June 2012