

Procedure No 6

Addendum dated 15th May 2014

The council has established two committees to monitor, authorise and review all FOI questions and responses, to ensure that the requests are correctly and promptly answered.

1. Vetting Committee

The Vetting Committee shall comprise the following council representatives:-

- Current Chairperson
- Current Vice Chairperson
- Immediate previous Chairperson
- Immediate past Chairperson.

This should facilitate a better understanding of issues or questions which occur over a period of more than one year.

The committee shall meet when circumstances demand, and review FoI and Data Protection questions and complaints and review the responses which have been drafted as responses.

2. Review Committee

The Review Committee shall comprise three members of the council, who are not involved in the Vetting Committee.

The role of the Review Committee is to address any complaints which have been raised with the council, either by individuals or the ICO.

The committee shall meet whenever circumstances arise which require its attention, and within the timeframe dictated by the nature of the issue.

The committee should review all correspondence and verbal exchange records which appertain to an issue, and ensure that the council has acted correctly, and the information divulged has been both accurate and explanatory. Also that timeframes have been adhered to, and that the council has acted within the regulations of the Freedom of Information Act 2000 and updates, and the most recent Data Protection Act.

The committee may draft a report, which should be endorsed by the council, if any significant steps or actions are required.