

Requesting information from Hughenden Parish Council

Hughenden Parish Council welcomes requests for information about the Council from members of the public. We welcome the public taking an interest in who we are and what we do.

We are required by the law to provide information. However, we believe that providing information to the public – and answering questions - is not just about complying with the law; it is also about engaging with residents and encouraging them to participate and help us with our business.

We are committed to acting and taking decisions in an open and transparent manner. This is one of the principles of public life. These principles are the basis of the ethical standards expected of public office holders.

We are also committed to being accountable to the public for our decisions and actions, another principle of public life. So if you ask us to explain ourselves, we need to give you an explanation.

On the other hand, we have limited resources. So if you are thinking of asking for information or asking questions, please can you check our website first to see if the information is already there.

If you cannot find what you are looking for, contact the Clerk at Clerk@hughenden-pc.gov.uk or use our contact form and tell the Clerk what information you would like.

The Clerk should acknowledge your request within 2 working days.

The Clerk should then answer your questions and provide the information you have requested clearly, fully and as quickly as she can.

If you are asking for information, the Council has to do one of three things within 20 working days:

1. Tell you that the Council holds the information and provide it; or
2. Tell you that the Council holds the information but has decided not to provide it. In this case, the Council must provide you with an explanation for

withholding the information and tell you under what exemption of the Freedom of Information Act 2000 it is withholding the information; or

3. Tell you it does not hold the information you requested.

If you are dissatisfied, you can ask the Clerk for an internal review of the response. This review is carried out by councillors and should take no more than 20 working days. However, sometimes it does take longer if the issue is complex. However, the Council has to provide you with the outcome of the review by law within 40 working days.

If you are not satisfied with the outcome of the review, you can complain to the Information Commissioner's Office.

But we really hope it won't come to that. We hope we can provide the information you request clearly, fully and quickly.

Adopted : 20th June 2023