

Ms Joanna Wilde
Clerk & Financial Officer to Potto Parish Council

17 June 2014

Dear Ms Wilde

Freedom of Information Act (FOIA) - sSO complaint - [REDACTED]

Case reference: FSSOS427S9

I write with reference to a complaint made to the Information Commissioner regarding information requested from Potto Parish Council.

On 19 February 2014 the complainant made the following request with reference to the December PPC meeting:

"Can you please confirm if you received Apologies of absence for this meeting from either Cllr Griffin or [REDACTED]"

On 20 February the parish council replied that all councillors bar the requester had responded to an email notification about the meeting.

Please be advised that section 1 FOIA requires that any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds the information requested and if so to have that information communicated to him (unless it is subject to an exemption). In this instance the council did not answer the request in line with the requirements of the FOIA.

We understand that any apologies for absence that may have been received are recorded by the council. In order that we may informally resolve the complaint please can you provide the requested information to the complainant.

Please can you advise me within ten working days (ie by 1 July) that the information has been supplied otherwise the Commissioner will need to issue a decision notice ordering a response from the council and will need to formally record a breach of section 1 and section 10 FOIA in that notice.

I trust that a formal decision notice will be rendered unnecessary by your agreement to informal resolution in this instance.

Thank you for your help in this matter.

Yours sincerely

Brian Payne
Senior Case Officer