

Councillor Chris Read – Leader of the Council

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Our Ref:	Direct Line:	Extension:	Please Contact:
CR/LH	(01709) 822700	22700	Councillor Chris Read

23rd April 2025

Mr Iqbal

Dear Mr Iqbal

Council Meeting – Wednesday 9th April 2025

As promised at Council on 9th April, please see below information on how to request information under the Freedom of Information Act.

FOI requests should be made in writing and should relate to information already held by the Council (i.e. does not require the Council to create new information). Rotherham Council accepts requests via either post or via an online webform, which is available on the Council's website. When a letter or form is submitted it goes directly to the Information Management Team who is responsible for managing FOI requests.

Once received by the team they then coordinate a response, discussing it with any relevant service or services who may hold information to answer the request. Once complete, the response is then issued to the requestor. The request is complete, and it is closed.

Should the customer be unhappy with the response then they can contact the Information Management Team and request an Internal Review – information on how to do this is included with the original response. Internal Reviews are conducted by an independent officer who was not involved in the original response. If, after the customer receives this Review, they remain dissatisfied, then they have the right to escalate the matter to the Information Commissioner's Office [the ICO].

The following may be of assistance for submitting a FOI request:

- The FOI webform is on the Council's website here: [Freedom of Information \(FOI\) request – Rotherham Metropolitan Borough Council](#)
- The Council's website is www.rotherham.gov.uk
- The ICO website is www.ico.org.uk

- The Council's postal address is Information Management Team (FOI Request), Rotherham Council, Riverside, Main Street, Rotherham, S60 1AE

I hope you find this information helpful.

Yours sincerely



Councillor Chris Read
Leader of Rotherham Council