

**Councillor Saghir Alam – Cabinet Member for Finance & Safe
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Ref	Direct Line:	Please Ask For
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14th April 2025

Ms Boote

Dear Ms Boote

Council Meeting – Wednesday 9th April 2025

Thank you for your question raised at the Council meeting on Wednesday 9th April. I have set out your question and my response below.

Can the Council explain in detail the Freedom of Information Request Procedure?

The Freedom of Information Act (2000) applies to all public sector organisations, with each organisation expected to have a process in place to manage any FOI request received. This request should be made in writing.

An FOI request should relate to information already held by the Council and does not require the Council to create new information. Also, information that is of a personal or confidential nature (e.g. commercially sensitive), cannot be provided.

Rotherham Council accepts requests via either the post or via an online webform, 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.

However, should the customer be unhappy with the response then they can contact the Information Management Team and request an Internal Review. An Internal Review is a process where the council re-examines its decision on a Freedom of Information request. It is conducted by an independent officer who was not involved in the original response.

If after the customer receives the Review, they still remain dissatisfied, then they have the right to escalate the matter to the Information Commissioner's Office [the ICO].

I hope you find this information helpful.

Yours sincerely



Cllr Saghir Alam OBE
Boston Castle Ward
Cabinet Member for Finance & Safe and Clean Communities