

Model Publication Scheme V1.0
Model Publication Scheme

Huntley Parish Council

This document summarises how the Parish Council will deal with complaints associated with requests for information under the Freedom of Information Act / Model Publication Scheme.

Process for submitting a complaint.

Any person wishing to make a complaint associated with the Freedom of Information Act / Model Publication Scheme should, in the first instance, put their complaint in writing to the Clerk, at the address below.

Any complaints received by the Clerk will be placed on the next available agenda for discussion by the Council. The Clerk will advise the complainant of the date of the meeting when the complaint will be discussed*.

Within 4 working days of the Parish Council meeting at which the complaint was discussed, the Clerk will write to the complainant with a formal response from the Parish Council.

Details of the information available from Huntley Parish Council, along with a schedule of charges, can be viewed at any Parish Council meeting. This information can also be provided by email and will be available on the Parish Council website, once it is functional.

Further information can be obtained by contacting The Parish Clerk whose details are on our website at <https://huntleypc.weebly.com/contact.html>

* It should be noted, that, depending on the nature of the complaint, it may be dealt with as a confidential item and discussed without members of the public being present.