

Freedom of Information / Environmental Information Regulations Requests – report to P&F Committee July 2022

In the period 1st January 2022 to 30th June 2022 there have been a total of 6 requests for information under either the Freedom of Information Act or the Environmental Information Regulations.

Of those 6 applications one is still within the appeal period so is not yet on the report summary which is attached to this report.

The full disclosure log is available on the website via a link from the Data Protection and Freedom of Information page [here](#).

Background

There is a set procedure for handling requests and a timeline to be adhered to. The legal requirement is to respond to requests within 20 working days of receipt and the Information Commissioner's Office will only permit an extension in exceptional circumstances.

Some requests are quite simple to answer whilst others take a number of hours of Officer time – sometimes more than one Officer is involved. No charge can be made for up to 18 hours of Officer time although charges can be applied for printing, redaction, postage and media devices used to supply information if appropriate. Where it is estimated that responding to a request may take more than 18 hours it is possible to refuse but there must be a justifiable reason for doing so and the requester should receive assistance to make the request more manageable.

The FOI Officer is responsible to ensuring compliance with the requirements of the FOIA and that any exemptions relied upon are correct. This may involve taking advice from the ICO and/or the Monitoring Officer of Cornwall Council as well as consulting guidance documents. Any request received has to be given priority over any other work to ensure complete and correct compliance.