

POLICE AND CRIME COMMISSIONER FOR WEST YORKSHIRE

APPEAL PROCEDURE– FREEDOM OF INFORMATION ACT

This procedure explains how to make an appeal if you are dissatisfied with the way your request for information under the Freedom of Information Act has been dealt with.

It is the Commissioner's intention to respond positively to any appeals which are made and to ensure that anyone who makes an appeal is dealt with fairly.

HOW TO APPEAL

- Appeals should be made in writing and should be addressed to:

The Chief Executive
Office for the Police and Crime Commissioner for West Yorkshire
Ploughland House
62 George Street
Wakefield WF1 1DL

HOW THE OFFICE OF THE POLICE AND CRIME COMMISSIONER WILL CONSIDER APPEALS

- Each appeal will be considered on a case-by-case basis.
- The appeal will not be considered by an Officer who was party to the original decision.
- We will aim to respond to appeals within 20 working days. If this is not possible, the appellant will be contacted and given a later date for response which will be no later than 40 working days from the day the appeal was submitted.
- Appeals will be considered by two independent members of the Joint Audit Committee.
- The appeal panel will consider the information released against that which was requested and will make a full review of the papers associated with the original application.
- If the review reverses the Office of the Police and Crime Commissioner's decision the information you have requested will be disclosed to you. If the appeal upholds the decision you will be contacted to explain the reasons why.

MAKING A FURTHER APPEAL

Once you have received a response from the Chief Executive and if you remain dissatisfied then you may complain to the Information Commissioner at the Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 54700.