

Report to: Audit Committee
Date of Meeting 25th June 2007
Report of: Head of legal and Democratic Services
Title: Requests made under the Freedom of Information Act 2000

1. SUMMARY

This is the quarterly report of requests made under the Freedom of Information Act 2000.

From 1st January to 31st March 2007 the Council received 11 requests all of which were replied to in the required time. A list of the requests is attached at appendix 1 for information

2. RECOMMENDATIONS

To note the contents of this report.

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Report approved by Managing Director

3.0 **DETAILED PROPOSAL**

- 3.1 The Freedom of Information Act 2000 came fully into force on 1st January 2005. As a public authority we are obliged to answer written requests for information under the Act within 20 working days
- 3.2 Functions Committee asked for quarterly reports to assess the impact of the Act and the types of requests received. This now falls within the remit of this Committee.
- 3.3 In the period 1st January to 31st March 2007 the Council recorded receiving 11 requests for information under the Act all were replied to within the statutory 20 working days..
- 3.4 The requests have been varied although and do not yet show any pattern of requests for information about any particular Council service or function, although in this quarter there has been a number of requests (6) which fall within Environmental Services. Appendix 1 gives a brief summary of each request.

4.0 **IMPLICATIONS**

4.1 Financial

The Head of Finance comments that this report indicates that information is found using existing staff resources. If, in the future, the requests increase in number and/or complexity then it may become necessary to review this situation.

4.2 Legal Issues (Monitoring Officer)

The Head of Legal & Democratic Services comments that ongoing training will be provided across the council to ensure officers are aware of the Council's responsibilities under the Act.

4.3 Staffing

Requests are currently being managed within existing resources

4.4 Accommodation

No implications

4.5 Equalities

No implications

4.6 Community Safety

No implications

4.7 Sustainability

No implications

4.8 Risk Management

The Council's complaints officer monitors responses to requests under the Act. Each service has an officer who has the responsibility of administering request in their service. Lagan is used to keep a record of requests to ensure time limits are met.

The intranet has FAQ's about the Act and it is included in officer induction.

Appendix 1

Summary of FOI requests January – March 2007

Background papers:

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of background papers please contact the officer named on the front page of the report.

File:

Freedom of Information response file.