

PART A

Report to: Audit Committee
Date of Meeting: 7 December 2016
Report of: Head of Democracy and Governance
Title: Requests made under the Freedom of Information Act 2000

1. **Summary**

This is a half year report of requests made under the Freedom of Information Act 2000.

From 1 April to 30 September 2016 the Council received 236 requests of which 20 were replied to outside of the required time. A list of the requests is attached at appendix 1

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 This report covers the periods 1 April to 30 September 2016.
- 3.3 In this period the Council recorded receiving 236 requests for information under the Act of those 20 were replied to outside of the statutory 20 working days.
- 3.4 The requests have been varied. Appendix 1 gives a brief summary of each request.

3.5 Members will note that there are a number of requests with no reference number this is due to the Lagan E-forms not being available until May.

4.0 Implications

4.1 Financial

The Shared Director 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 Democracy and Governance comments that ongoing training continues to 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

Potential Risks

Potential Risk	Likelihood	Impact	Overall score
Request not replied to within statutory time limit	2	2	4
Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.			

Appendix

Appendix 1 – Summary of FOI requests April –September 2016

Background papers:

None