

PART A

Report to: Audit Committee
Date of meeting: 6 December 2018
Report of: Head of Democracy and Governance
Title: Freedom of Information Act Requests 1 April 2018 to 30 September 2018

1.0 **Summary**

1.1 Between 1 April 2018 and 30 September 2018 the Council received 391 Freedom of Information Act requests. A spreadsheet detailing the requests received is attached as Appendix 1.

2.0 **Risks**

2.1

| Nature of Risk | Consequence | Suggested Control Measures | Response <i>(Treat, tolerate, terminate, transfer)</i> | Risk Rating (the combination of severity and likelihood) |
|--|--|--------------------------------------|--|--|
| That the request is not replied to within 20 working days of receipt | The council is in breach of the provisions of the Act and a complaint could be made to the Information Commissioner by the requestor | The requests are centrally monitored | Treat | 4 |

3.0 **Recommendations**

That the report be noted.

Contact Officer:

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4.0 **Detailed proposal**

4.1 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

4.2 This report covers the periods 1 April 2018 to 30 September 2018.

4.3 In this period the Council recorded receiving 391 requests for information under the Act of those 61 were replied to outside of the statutory 20 working days and 30 were not replied to at all. The number of requests is 45 higher than October 2017 to March 2018 figures. Also the number of those not replied to is double that of the last half year.

4.4 The requests have been varied. Appendix 1 gives a brief summary of each request. The spreadsheet also shows requests where the information is held by others rather than the Council. Following a recommendation from internal audit Environmental Information Act requests are now shown on the attached Appendix separately.

4.5 In view of the high number of non replies services have been reminded of their obligations under the Act.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that 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.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report

5.3 **Equalities/Human Rights**

5.3.1 No implications

5.4 **Staffing Issues**

5.4.1 Replies are dealt with by individual services and monitored by customer services.

Appendices

- Appendix 1 FOI requests 1 April 2018 to 30 September 2018

Background Papers

No papers were used in the preparation of this report.

File Reference

None