

Part A

Report to: Audit Committee

Date of meeting: Tuesday, 30 July 2019

Report author: Group Head of Democracy and Governance

Title: Freedom of Information Act Requests 1 October 2018 to 31 March 2019

1.0 Summary

1.1 Between 1 October 2018 and 31 March 2019 the council received 356 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 (treat, tolerate, terminate or transfer) | Risk Rating (combination of severity and likelihood) |
|---|---|--------------------------------------|---|--|
| That the request is not replied to within 20 working days | The council is in breach of the provisions of the Act and a complaint could be made to the Information Commissioner | The requests are centrally monitored | Treat | 4 |

3.0 Recommendations

3.1 That the report be noted

Further information:

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4.0 Detailed proposal

4.1 The Freedom of Information Act 2000 came fully into force on 1 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 period 1 October 2018 to 31 March 2019.

4.3 In this period the council recorded 356 requests for information under the Act of those 28 were not replied to at all. This number of requests is lower than for the previous half year.

4.4 Appendix 1 shows the nature of the requests broken down by service area. There were no Environmental Information Regulation requests recorded in this period.

4.5 Group Heads of Service have again been reminded about the need to reply to requests.

5.0 Implications

5.1 Financial

5.1.1 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.

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 and Data Protection

5.3.1 No implications

5.4 Staffing implications

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

Appendices

Appendix 1 FOI requests 1 October 2018 to 31 March 2019

Background Papers

No papers were used in the preparation of this report.

