

Part A

Report to: **Audit Committee**

Date of meeting: **Thursday, 24 November 2022**

Report author: **Group Head of Democracy and Governance**

Title: **Freedom of Information Act Requests April 2022 to September 2022**

1.0 Summary

1.1 This is the half yearly report of Freedom of Information Act requests received between 1 April 2022 and 30 September 2022.

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)
Requests are not regularly responded to	Complaints by requesters and investigation and potential sanction by the Information Commissioner	CLO's diarise and response times and chase responders	treat	4

3.0 Recommendations

3.1 That the report be noted.

Further information:

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4.0 Detailed proposal

4.1 Since January 2005 when the Freedom of Information Act 2000 came fully into force the council has been obliged to respond to requests for information. These requests

should be responded to within 20 working days of receipt. The Act, and public bodies' compliance with it, is overseen by the Information Commissioner who can investigate complaints and can compel the disclosure of information as well as impose fines for failure to meet deadlines.

- 4.2 This committee receives half yearly reports on the council's performance in replying to such requests as well as Environmental Information Regulation (EIR) requests.
- 4.3 For the period 1 April 2022 to 30 September 2022 the council received 248 Freedom of Information Act requests and 0 Environmental Information Regulation request. This was 108 less than the previous half year when the council received 354 requests. Of those 248 requests 54 were not replied to within 20 working days. 2 have not been replied to at all. In the previous half year 73 were replied to outside the time and 4 were not replied to at all.
- 4.4 All requests are now registered on Firmstep and can be viewed on Qlik. The requests are attached at Appendix 1 and snapshots from the Qlik system are shown as appendix 2.

5.0 **Implications**

5.1 **Financial**

- 5.1.1 The Shared Director of Finance comments that there are no financial implications. Services deal with requests from existing resources.

5.2 **Legal Issues** (Monitoring Officer)

- 5.2.1 The Group 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 Information is redacted if it contains personal information.

5.4 **Staffing**

- 5.4.1 Replies are dealt with within services. The Customer Services Centre manages and responds to requests where it affects multiple services.

5.5 **Accommodation**

- 5.5.1 N/A

5.6 **Community Safety/Crime and Disorder**

5.6.1 N/A

5.7 **Sustainability**

5.7.1 N/A

Appendices

Appendix 1 Requests 1 April 2022 to 30 September 2022

Appendix 2 snapshots from the Qlik system

Background papers

No papers were used in the preparation of this report.