

My Ref

Your Ref

Your contact for this matter is:

FOI Office  
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[foi@west-lindsey.gov.uk](mailto:foi@west-lindsey.gov.uk)

2 July 2009

Dear Mr Murray

### **FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST 580**

Your request for information has now been considered and regrettably, I am declining to answer all the questions under s.12 of the FOI Act 2000 ("FOIA") as the information you have requested would take more than 18 hours to respond to and as you may know that is the figure that Central Government have set as "appropriate costs." I have detailed the approximate calculations below but have answered where I can:

1. The date of your transfer of the Home Options Service to ACIS Group. This was at the time of the Large Scale Voluntary Transfer (LSVT) in 1999.
2. Documentary evidence of the terms of such transfer. This is a document that is not held electronically and would have a number of items in that would be business sensitive and would require photocopying, removing certain aspects and discussing with Acis. I would estimate that would take an hour to undertake.
3. What policies and procedures were in place to ensure the efficient running of the service by ACIS. That would be including in the document highlighted at question three above.
4. Please supply all council minutes referring to the retransfer of the above service. This would require us to "trawl" all minutes of meetings where it could have been discussed as there was no specific Council meeting for that subject. Therefore, if the current structure was considered it could be discussed at, Full Council, Organisation and Resources Committee, Planning Committee, Economic Development and Regeneration Committee and the Performance and Management Committee.

As per the Council's Website, minutes are available for the meetings as follows; Full Council 68 meetings since 2002, Organisation and Resources Committee 22 meetings since 2008, Planning Committee 16 meetings since 2008, Economic Development and Regeneration Committee 10 meetings since 2008 and the Performance and Management Committee 10 meetings since 2008. In total that is 126 meetings and I would estimate 15 minutes to read each set of minutes which equates to a total of 1890 minutes or 31 and a half hours. Additionally, I would need to look at archived minutes of previous meetings which would take an unknown amount of time but would be a lengthy process.

5. Does the Home Options Service include provision for ACIS to 'commission' WLDC ASB 'team' to make investigations? The Council will continue to work in Partnership with Acis in a number of areas, including tackling Crime and Disorder.
6. Copy of relevant documents indicating what procedures and policies will be in place after retransfer of the Home Options Service. This will be undertaken using all relevant legislation including, The Homelessness Act 2002. Details of relevant legislation can be found at [http://www.opsi.gov.uk/acts/acts2002/en/ukpgaen\\_20020007\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts2002/en/ukpgaen_20020007_en_1.htm)

Clearly, All the details would take the Council above the appropriate costs and therefore, feel that there are two options to be considered:

- i) You could pay a fee to receive all the information. That fee would be the full costs incurred or, alternatively,
- ii) You could limit the scope of the questions, for example, question 4 is the most time intensive request, so that could be limited

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If you are dissatisfied with the handling of your request please contact the Director of Strategy & Regeneration, West Lindsey District Council, Guildhall, Marshall's Yard, Gainsborough, Lincs, DN21 2NA.

Yours sincerely

FOI Officer  
West Lindsey District Council