



INVESTOR IN PEOPLE



**Barrow Borough Council
Corporate Services Division
Legal Department**

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Neil Houston
What Do They Know

Our Ref: JH/FOI0973

Contact Name: Jane Holden

Date: 05/08/09

Your Ref:

Tel No: 01229 876452

Dear Mr Houston

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Your request for information has now been considered and the information is now enclosed.

1. In line with the Council's Retention Policy information relating to PCNs is retained for 3 financial years. Therefore the information provided dates from 1st April 2006. It is month by month collective data and relates to the type of contravention, location and current status. The Council's reporting system cannot produce the remaining information in the format you have requested, or provide the details on a case by case basis. The systems parameters have enabled the production of the following information on 3 separate spreadsheets:-

- Month/Contravention/No issued
- Case status/totals
- Location/Contravention/no issued

If you require this information on a "by day" basis, please let me know.

There are over 40,000 records for this period. To produce the information requested manually, based on an average of 2 minutes per record, would involve approximately 1334 hours of work (£33,350). This would exceed what we are required to do under FOIA which is 18 hours work and a costs threshold of £450 as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004.

Under **Section 12** of the Freedom of Information Act 2000 the Council is not obliged to comply with your request and we will not be processing your request further. This letter acts as a Refusal Notice.

2. The Council does not have a reward/bonus scheme.
3. The software used is ICES (formally Compex) Data fields recorded are:-
Individual PCN identification number/serial number - VRM - Contravention Date - time - method of issue i.e. fixed to windscreen/handed to driver or vehicle drive away or prevented from issue - Location - CEO identification - Observation date



and time - hand held ID - contravention code and description - vehicle make, model & Colour - tax details

4. Please see attached disclosure letters. Please note the name and address of the requested has been redacted under S.40 – Personal Information.

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder. You can find details on the arrangements for re-using Crown Copyright on HMSOnline at: <http://www.hmso.gov.uk/copyright/licences/click-use-home.htm>

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If you have any queries, concerns or if you are dissatisfied with the handling of your request please contact me as above.

If the complaint still cannot be resolved you may contact the Council's Assistant Director (Personnel & Performance) at the address given above.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF

Yours sincerely

Jane Holden
Corporate Services Officer