

Mark Codman

To: Stephanie Venn
Subject: RE: FOI

From: Stephanie Venn
Sent: 28 February 2018 12:10
Subject: FW: FOI

Dear Sirs

I am the Scrutiny Officer at Harrogate Borough Council and our Overview and Scrutiny Commission are currently undertaking a review into the council's Freedom of Information scheme processes and procedures. As part of this review the Commission has requested comparative stats between Harrogate Borough Council and other similar local councils.

With this in mind, please could you provide me with a response to the following questions:

- The number of FOI requests received 2015/16 (April - March), 2016/17 and 2017/18 to date
- % compliance within 20 working days' time limit
- % compliance within 10 working days (if this data is recorded)
- Number of internal reviews and the outcomes of these (i.e. the number of internal reviews that support original response and the number of reviews where additional disclosures were made)?
- Provide a copy of your internal review process
- Do you have other officers who have not dealt with the original request for information undertake internal reviews and how do you remain impartiality?
- In which section does responsibility for FOI sit?
- Is there a dedicated officer for dealing with/coordinating FOI?
- The number of ICO referrals the outcomes of these?

Many thanks,

Stephanie

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