

Mark Slater Strategic Housing Telephone: 0161 234 4770 m.slater@manchester.gov.uk

Manchester City Council, Floor 6 Town Hall Extension, Albert Square, P.O. Box 532, Town Hall, Manchester, M60 2LA

Mr Lunham-Harrison

request +184883+070e221e@whatdotheyknow.com

Date: 13th December 2013

Reference: NBH/9DFG3E

Dear Mr Lunham-Harrison

Re: - Request for Information under Freedom of Information Act 2000

Thank you for your request for information, which was received by Manchester City Council and has been considered under the provisions of the Freedom of Information Act 2000.

Your question was as follows:

"I would like to see correspondence between yourselves and Space New Living Limited/Ashiana & Great Places Housing Group relating to 9/11 Moxley Road, Crumpsall & 18/20 Moxley Road from 2006 to 2013"

Strategic Housing have checked for the correspondence you have requested and I have not been provided with any additional letters / e-mail exchanges to those supplied to you earlier this year in request to two previous information requests - references HSG/994EQF and HSG/9BXET5. For your information I have attached copies of our responses.

I am concerned that you believe there may be additional correspondence which is not being provided to you and so I would be very happy to discuss your request and / or concerns as I feel a conversation with you may be of assistance in either reassuring you and or suggesting who you think has sent or received any correspondence in question.

If you would find it useful to either meet me or to discuss on the telephone please ring me on 234 4770 make arrangements.

Please be assured I do want to assist you with your request.

If you are not satisfied with this response you may ask for an internal review. If you wish to complain you should contact the Information Governance Manager, whose address is Democratic Services, Town Hall, Albert Square, Manchester, M60 2LA and email informationcompliance@manchester.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Please remember to quote the reference number above in any future communications.

Yours sincerely

Mark Slater Manchester City Council



Mark Slater Strategic Housing Telephone: 0161 234 4770 m.slater@manchester.gov.uk

Manchester City Council, Floor 6 Town Hall Extension, Albert Square, P.O. Box 532, Town Hall, Manchester, M60 2LA

Mr Lunham-Harrison

request-178626-422a6d4@whatdotheyknow.com

Date: 10th October 2013

Reference: HSG/9BXET5

Dear Mr Lunham - Harrison

Re: - Request for Information under Freedom of Information Act 2000

Thank you for your request for information, which was received by Manchester City Council on 26th September 2013 and has been considered under the provisions of the Freedom of Information Act 2000.

You asked :-

"I would like to see ALL correspondence between yourselves and Great Places Housing Group relating to 9/11 & 20 Moxley Road, Crumpsall, rom the 19th June 2013 to the 25th October 2013"

Please find below a summary of all e-mails and correspondence between June and October this year. In addition I have attached, as a PDF, copies of the e-mails and letter to Great Places Housing Group with officer's name removed.

Emails relating to the FOI request:

2 July 2013 MCC to Great Places

Please find attached a letter asking for a response from Great Places on the issue of the confidentiality of email correspondence between Great Places and MCC relating to the proposed disposal of Moxley Road properties in Crumpsall. According to our records email correspondence relating to Moxley Road occurs on dates between 1st October 2012 and 18 June 2013.

In any response to the requester we would take out any personal information names and any details relating to the disposal that might be commercially sensitive.

Text of letter sent as attachment:

Dear

Re: - Request for Information - [Great Places Housing Group] [Reference Number: HSG/994EQF]

As you may be aware, the Freedom of Information Act 2000 came fully into force in January 2005 and applies to the activities of Manchester City Council.

One of the Council's obligations under the Act is to provide access to recorded information that is held by the Council to any person or organisation who requests it, unless one of the exemptions applies. As a consequence, information that the Council holds about you or your organisation may be subject to disclosure in response to a request.

The Council recently received a request for the following information [correspondence between yourselves and Great Places Housing Group relating to 20 Moxley Road, Crumpsall from 2012 to 2013.]. It has been determined that the Council holds this information and that it relates to you or your organisation.

Before the Council makes a decision on how to respond to this request, in accordance with the Code of Practice issued under the Act, I am writing to consult with you and seek your views on the release of this information.

Please can you therefore advise whether:

- you would be happy for the Council to release all or part of this information;
- you would prefer the Council to withhold (i.e. not release) some or all of the information.

If you would prefer some or all of the information to be withheld, please detail exactly which information you are concerned about and why you think it should be withheld. In particular please clarify whether:

- you consider the information to be confidential. If so, please explain why;
- 2. you consider that release would harm your commercial interests. If so, please state how and why you think those interests may be harmed;
- 3. you consider that release may endanger the health and safety of any person or group of people (including yourself). If so, please clarify what harm might result and why.
- you consider the information should be exempt from disclosure under another act or legislative provision. If so please explain why and detail the act/provision you have in mind.

I would also be grateful for details of any other concerns that you may have about its release

The final decision as to whether to release the information will lie with the Council, having considered the exemptions and related public interest and prejudice tests under the Act. However, the more detailed your response, the more consideration we can give to your comments when making a determination.

Please note, when making the decision the Council has to assume that the information is being released to the public, rather than a particular individual or organisation. As a consequence the Council is not entitled to enquire why a particular person or organisation wants the information or consider the effects of the release to that particular person or organisation rather than to the public at large.

In dealing with requests for information under the Act, the Council has to comply with a very strict timetable. I would therefore be grateful if you would respond to this letter within five working days of the date of this letter.

If you do not respond within this timescale the Council may have to make a decision without taking into account your comments.

If you would like further information on the Act this can be found on the Information Commissioner's website at www.informationcommissioner.gov.uk

If you would like to discuss the above further then please do not hesitate to contact me.

Yours sincerely

3 July 2013 Great Places to MCC

Great Places doesn't have any concerns with MCC sharing our email correspondence, as discussed please remove any information relating to other potential RPs interested in buying Moxley as this is commercially sensitive.

3 July 2013 MCC to Great Places

Thanks for the quick turnround X

Emails relating to Moxley Road:

2 August 2013 Great Places to MCC

As discussed today¹ I'm providing an update on Moxley Road disposal in Crumpsall (9-11 and 18-20 Moxley Road, total of 14 flats).

¹ We had one of our regular liaison meetings with Great Places on the 2nd August where we discuss their development programme.

We have followed the disposals protocol and have offered the properties to RPs, including X suggested by X. X were the only RP who expressed an interest and viewed the scheme, they have since come back to us to say they won't be pursuing a purchase.

We therefore plan to pursue options on the open market, we will of course keep you updated with how this progresses and if we start negotiations with a private investor we would let you know so you can do the necessary checks prior to any sale being agreed.

Regarding re-housing of the tenants, we had 4 strategic voids which we had moth-balled when they became empty, leaving 10 residents to be re-housed. We have transferred 1 tenant to a void in X and we are supporting the remaining 9 tenants through regular 1-1s, support with bidding for properties, registering on Manchester Move, Pinpoint etc. We are also providing additional tenancy support to a couple of tenants with vulnerabilities. We are planning to have vacant possession of the building by November.

If you need any further information please let me know

9 August 2013 Great Places to MCC

Further to email below, we received some initial interest in these schemes from X.

Before we go any further with this, please could you let us know if there are any issues with this landlord?

9 August 2013 MCC to Great Places

I'll ask now, we give them three working days to respond. I'll let you know when I hear

9 August 2013 MCC to Great Places

They've got back to me in super-quick time.

After checking their records, our Neighbourhood Delivery Team confirm they have no concerns with the sale of the above properties to X.

If you are not satisfied with this response you may ask for an internal review. If you wish to complain you should contact the Information Governance Manager, whose address is Democratic Services, Town Hall, Albert Square, Manchester, M60 2LA and email information compliance @manchester.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

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Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Please remember to quote the reference number above in any future communications.

Yours sincerely

Mark Slater Manchester City Council



Strategic Housing PO Box 532 Town Hall Manchester M60 2LA

Dale Lunham-Harrison

By e-mail only: Dale Lunham-Harrison < request-166698-f6eb037d@whatdotheyknow.com>

Date: 10 July 2013 Our Reference: HSG/994EQF

Dear Mr. Lunham-Harrison

Re: Freedom of Information Request

Thank you for your request for information, which was received by Manchester City Council on 26th June 2013 and has been considered under the provisions of the Freedom of Information Act 2000 (FoIA).

You have asked for the following information:

"I would like to see correspondence between yourselves and Great Places Housing Group relating to 20 Moxley Road, Crumpsall from 2012 to 2013."

Please see below transcripts of email correspondence relating to Moxley Road, Crumpsall between MCC and Great Places Housing Group. Please note that:

- Previous references were during conversation or in phone calls
- Personal details have been removed from the emails
- Parts of emails and whole emails that relate to specific options for disposal that are still
 under consideration and involve other parties have been excluded as these are
 commercially sensitive
- One email had an attachment which I have not included because the content of the email suggests that the document has already been provided to you in writing.

Email Correspondence Great Places/MCC re Moxley Road:

1 October 2012 From MCC to Great Places

Thanks for letting us know in advance about plans to dispose of Moxley Road – it's an interesting area and one where it would be worth trying to get some of these into owner occupation do you think?

2 October 2012 From Great Places to MCC

I'm meeting with our sales team and Director of Housing next week to discuss this one, we are still at early stages of consideration for disposal which is why I wanted to make you aware now.

We'll discuss the (sic) with the sales team and get their thoughts on the market, will come back to you asap after our internal meeting

16 May 2013 From Great Places to MCC

Just touching base with you about our 2 schemes of flats on Moxley Road in Crumpsall (9-11 Moxley Road and 18-20 Moxley Road).

Following our conversations last year, my Directors and Chief Executive recently approved my recommendation to dispose of our two schemes of flats in Moxley Road due to the significant level of investment required in both buildings, poor configuration/sound proofing of the flats and associated management issues of high turnover and low demand. We have 14 flats in both schemes, 4 of these are empty due to people moving out and we have not re-let.

Last night we informed all tenants at the scheme that we had made the decision to close both blocks of flats at Moxley Road and that this process of decommissioning would take up to 6 months with the proposed closure date being November 2013. We have made it clear that we haven't made this decision lightly and our focus now is to offer dedicated support and assistance to the remaining 10 tenants at the scheme to get re-housed. We will be prioritising them for internal transfer within our stock, working with partners to support re-housing into other RP properties, use of Pinpoint, support with moving etc. We will be providing regular surgeries at the scheme and home visits to ensure we are providing all tenants with as much support as possible. I am also informing all 3 local Councillors of this decision today.

Do you require any other information from us at this stage? I'm happy to give you a periodic update of how this progresses if you want it.

21 May 2013 From MCC to Great Places

The Leader has expressed a wish that these properties should be transferred to another Registered Provider. I wonder how far you've got in exploring options down this route. We're likely to have to provide accounts of efforts to seek solutions for these properties and go the extra mile to look for suitable options given their location.

Do any of the properties have potential to return to single dwellings?

23 May 2013 From Great Places to MCC

We will offer these Moxley Road properties again to RPs for an expression of interest to purchase from us. The list I have for RPs in the North are below – I don't think we are missing any but can you let me know if there are any other contacts you would suggest we try?

(Excluded - Personal names and phone numbers)

23 May 2013 From MCC to Great Places

Given that it's Crumpsall I wonder if it's worth trying XXXXXXXXX. At least we'll have covered the possibilities. (Excluded – personal name and contact details relating to a Registered Provider working only in parts of North Manchester)

18 June 2013 From MCC to Great Places

I wonder if you could give me a quick update on Moxley Road for the Ward Support officer who is responding to enquiries from local residents. They are not just concerned about the properties but about the rehousing process.

18 June 2013 From Great Places to MCC

Here is an update on the re-housing process:

We held a residents meeting on 15th May to inform everyone of our decision to close Moxley Road and the process for re-housing.

We have developed the attached policy for re-housing our tenants – this has been provided to all residents in writing

The Neighbourhood Coordinator has arranged 1-1 consultations with every tenant at the scheme to discuss how we will support their re-housing, get details of their preferred areas/needs etc. We are completing these this week. The intention is to re-house as many tenants into Great Places properties as they become available. However we are also supporting them to apply for other properties through Manchester Move, we are awarding Band 1 priority on their housing applications in light of the 6 month timescale we have for closing down the scheme.

The Neighbourhood Manager is meeting with the Neighbourhood Coordinator weekly to oversee the support we are offering, we also have a floating support worker at Great Places who is attending 1-1s with the more vulnerable tenants.

To date our tenants are all engaging in the process. This is with the exception of one tenant who is unhappy with our decision to close the scheme. He is pursuing a complaint and this is being dealt with via our internal complaints procedure.

We have also said we will hold surgeries for tenants, either at Moxley Road or a nearby venue such as the Byrons.

Transcript ends

I hope you find this information of use.

Yours sincerely

Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council



Strategic Housing PO Box 532 Town Hall Manchester M60 2LA

Date:

2 July 2013 HSG/994EQF

Our Reference:

By email

For the attention of Great Places Housing Group Head Office Southern Gate 729 Princess Road M20 2LT

Dear Ms

ear Ms

Re: - Request for Information - [Great Places Housing Group] [Reference Number: HSG/994EQF]

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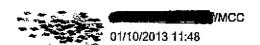
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If you would like to discuss the above further then please do not hesitate to contact me.

Yours sincerely

Housing Commissioning Manager Strategic Housing



To Mark Slater/Housing/MCC@mcc

CC

bcc

Subject Fw: Freedom of Information request

email trail MCC/ Great Places 2 and 3 July

and I've reattached the letter to Great Places re confidentiality



Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA

Tel: (External) 0161 234 Tel: (Internal) 800

Fax: 0161 234 4675

email: www.manchester.gov.uk

POSTAL ADDRESS: Manchester City Council, P.O. Box 532, Town Hall, Manchester, M60 2LA

---- Forwarded by Housing/MCC on 01/10/2013 11:46 -----

/Housing/MCC

03/07/2013 15:18

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@greatplaces.org.uk>

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Subject RE: Freedom of Information request ≧

Thanks for the quick turnround

Cheers

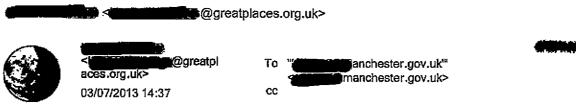
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Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA Tel: (External) 0161 Tel: (Internal) Fax: 0161 234 4675

email: @manchester.gov.uk

www.manchester.gov.uk

POSTAL ADDRESS: Manchester City Council, P.O. Box 532, Town Hall, Manchester, M60 2LA



Subject RE: Freedom of Information request

Hi

Great Places doesn't have any concerns with MCC sharing our email correspondence, as discussed please remove any information relating to other potential RPs interested in buying Moxley as this is commercially sensitive.

Thanks

From: @manchester.gov.uk [mailto:@manchester.gov.uk]

Sent: 02 July 2013 11:42 To:

Hi **Market**

Subject: Freedom of Information request

Please find attached a letter asking for a response from Great Places on the issue of the confidentiality of email correspondence between Great Places and MCC relating to the proposed disposal of Moxley Road properties in Crumpsall. According to our records email correspondence relating to Moxley Road occurs on dates between 1st October 2012 and 18 June 2013.

In any response to the requester we would take out any personal information names and any details relating to the disposal that might be commercially sensitive.

Thanks



Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA

Tel: (External) 0161

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email: @manchester.gov.uk

www.manchester.gov.uk

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7th best large UK workplace, Great Place To Work® top 25

Affordable Housing Provider of the Year, First Time Buyer Readers' Awards 2013

Winner of Energy Efficiency Award, Housing Excellence Awards 2013



www.greatplaces.org.uk



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Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA

Tel: (External) 0161

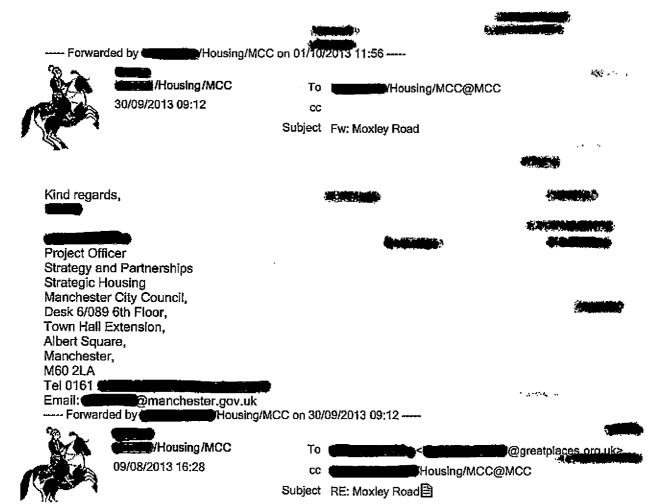
email: @manchester.gov.uk www.manchester.gov.uk

POSTAL ADDRESS: Manchester City Council, P.O. Box 532, Town Hall Manus 1887, M69

cc bcc

Subject Fw: Moxley Road

To Mark Slater/Housing/MCC@mcc





They've got back to me in super-quick time.

After checking their records, our Neighbourhood Delivery Team confirm they have no concerns with the sale of the above properties to David Halibard at Audley Property Group.

Regards,

Project Officer Strategy and Partnerships Strategic Housing Manchester City Council, Desk 6/089 6th Floor, Town Hall Extension, Albert Square, Manchester, M60 2LA

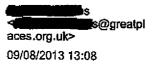
Tel 01614 **Email** l@manchester.gov.uk

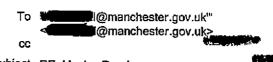
@greatplaces.org.uk>



To:

Hi 🕮





Subject RE: Moxley Road

the transfer was Great, thanks

From: @manchester.gov.uk [mailto: @manchester.gov.uk]

Sent: 09 August 2013 13:07

Cc: 'i

anchester.gov.uk'; @ @manchester.gov.uk'

Subject: RE: Moxley Road

I'll ask now, we give them three working days to respond.

I'll let you know when I hear win . LE CALLEST CO. C. C.

Kind Regards,

Project Officer Strategy and Partnerships Strategic Housing Manchester City Council, Desk 6/089 6th Floor, Town Hall Extension, Albert Square, Manchester, M60 2LA Tel 0161 @manchester.gov.uk To": manchester.gov.uk" < manchester.gov.uk>, @greatplaces.org.uk> il@manchester.gov.uk'" < @manchester.gov.uk> 2@manchester.gov.uk''' < @manchester.gov.uk> 09/08/2013 12:49 SubjRE: Moxley Road ect

Further to email below, we received some initial interest in these schemes from David Halibard at Audley Property Group.

Before we go any further with this, please could you let us know if there are any issues with this landlord?

Sent: '02 August 2013 16:13

To: (s.sheen@manchester.gov.uk); p.zuntz@manchester.gov.uk
Cc: @manchester.gov.uk'

Subject: Moxley Road

Hi 🕶

As discussed today I'm providing an update on Moxley Road disposal in Crumpsall (9-11 and 18-20 Moxley Road, total of 14 flats).

We have followed the disposals protocol and have offered the properties to RPs, including the Manchester Jewish HA suggested by Aarawak were the only RP who expressed an interest and viewed the scheme, they have since come back to us to say they won't be pursuing a purchase.

We therefore plan to pursue options on the open market, we will of course keep you updated with how this progresses and if the start negotiations value private investor we would be known so you can do the necessary behavior to any state leng agreed.

Regarding re-housing of the tenants, we had 4 strategic voids which we had moth-balled when they became empty, leaving 10 residents to be re-housed. We have transferred 1 tenant to a void in Salford and we are supporting the remaining 9 tenants through regular 1-1s, support with bidding for properties, registering on Manchester Move, Pinpoint etc. We are also providing additional tenancy support to a couple of tenants with vulnerability where planning to have vacant possession of the building by November.

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If you need any further information please let me know

Regional Manager

Great Places Housing Group

Southern Gate, 729 Princess Road, Manchester. M20 2LT

Direct Landline: 0161

Mobile:

Fax: 0161 447 5001

Email: @greatplaces.org.uk









Great Places Housing Group has more than 16,000 homes in 32 local authority areas, including 1,500 supported housing places for vulnerable people, across the north of England. We develop 400 new homes every year to rent and buy and run a wide range of projects and initiatives to benefit our customers and their communities.

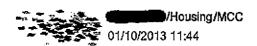
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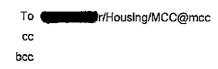
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www.grandees.org.org
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Please contact internet.administrators@manchester.gov.uk with any queries.

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Subject Fw: Moxley Road

The update from Great Places 2 August

Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA

Tel: (External) 0161

Fax: 0161 234 4675

email:@manchester.gov.uk

www.manchester.gov.uk

POSTAL ADDRESS: Manchester City Council, P.O. Box 532, Town Hall, Manchester, M60 2LA

THE REAL PROPERTY.





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The street

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If you need any further information please let me know

Regional Manager

Great Places Housing Group

Southern Gate, 729 Princess Road, Manchester M20 2LT

Direct Landline: 0161

Fax: 0161 447 5001

Mobile:

Email: @greatplaces.org.uk









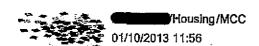
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7th best large UK workplace and 12th best in Europe, Great Place To Work® top 25 Affordable Housing Provider of the Year, First Time Buyer Readers' Awards 2013 Winner of Energy Efficiency Award, Housing Excellence Awards 2013

www.greatplaces.org.uk

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To Mark Stater/Housing/MCC@mcc

CC

bcc

Subject Fw: Moxley Road

From Great Places with details of someone interested in purchasing that we check out with our neighbourhood teams. Great eals with these so the reply to Great Places went from her. She forwarded it on to me last week so I'll send it may be you separately

Housing Commissioning Manager Strategy and Partnerships Strategic Housing Manchester City Council Floor 6 Town Hall Extension Albert Square Po Box 532 M60 2LA

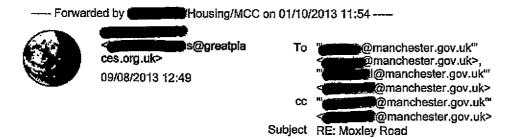
Tel: (External) 0161

Fax: 0161 234 4675

email: @manchester.gov.uk

www.manchester.gov.uk

POSTAL ADDRESS: Manchester City Council, P.O. Box 532, Town Hall, Manchester, M60 2LA



Hi **Carrier**

Further to email below, we received some initial interest in these schemes from David Halibard at Audley Property Group.



Mer Har

美国的大学

Before we go any further with this, please could you let us know if there are any issues with

this landlord?

From:

Sent: 02 August 2013 16:13

To: @manchester.gov.uk); @manchester.gov.uk

Cc: @manchester.gov.uk'

Subject: Moxley Road

Hi

As discussed today I'm providing an update on Moxley Road disposal in Crumpsall (9-11 and 18-20 Moxley Road, total of 14 flats).

We have followed the disposals protocol and have offered the properties to RPs, including the Manchester Jewish HA suggested by Pam. Aarawak were the only RP who expressed an interest and viewed the scheme, they have since come back to us to say they won't be pursuing a purchase.

We therefore plan to pursue options on the open market, we will of course keep you updated with how this progresses and if we start negotiations with a private investor would let you know so you can do the necessary checks prior of any sale being agreed.

Regarding re-housing of the tenants, we had 4 strategic voids which we had moth-balled when they became empty, leaving 10 residents to be re-housed. We have transferred 1 tenant to a void in Salford and we are supporting the remaining 9 tenants through regular 1-1s, support with bidding for properties, registering on Manchester Move, Pinpoint etc. We are also providing additional tenancy support to a couple of tenants with vulnerabilities. We are planning to have vacant possession of the building by November.

新加州

If you need any further information please let me know

Regional Manager

Great Places Housing Group

Southern Gate, 729 Princess Road, Manchester. M20 2LT

Direct Landline:

Mobile:

Fax: 0161 447 5001

Email: @greatplaces.org.uk









Great Places Housing Group has more than 16,000 homes in 32 local authority areas, including 1,500 supported housing places for vulnerable people, across the north of England. We develop 400 new homes every year, to rent and buy and run a wide range of projects and initiatives to benefit our customers and their communities.

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Strategic Housing PO Box 532 Town Hall Manchester M60 2LA

Date:

2 July 2013 HSG/994EQF

Our Reference:

By email

For the attention of Hannah Reeves Great Places Housing Group Head Office Southern Gate 729 Princess Road M20 2LT

Dear Ms Reeves

Re: - Request for Information - [Great Places Housing Group] [Reference Number: HSG/994EQF]

As you may be aware, the Freedom of Information Act 2000 came fully into force in January 2005 and applies to the activities of Manchester City Council.

One of the Council's obligations under the Act is to provide access to recorded information that is held by the Council to any person or organisation who requests it, unless one of the exemptions applies. As a consequence, information that the Council holds about you or your organisation may be subject to disclosure in response to a request.

The Council recently received a request for the following information [correspondence between yourselves and Great Places Housing Group relating to 20 Moxley Road, Crumpsall from 2012 to 2013.] It has been determined that the Council holds this information and that it relates to you or your organisation.

Before the Council makes a decision on how to respond to this request, in accordance with the Code of Practice issued under the Act, I am writing to consult with you and seek your views on the release of this information.

Please can you therefore advise whether:

- you would be happy for the Council to release all or part of this information;
- you would prefer the Council to withhold (i.e. not release) some or all of the information.

If you would prefer some or all of the information to be withheld, please detail exactly which information you are concerned about and why you think it should be withheld. In particular please clarify whether:

- 1. you consider the information to be confidential. If so, please explain why;
- 2. you consider that release would harm your commercial interests. If so, please state how and why you think those interests may be harmed;
- you consider that release may endanger the health and safety of any person or group of people (including yourself). If so, please clarify what harm might result and why.
- 4. you consider the information should be exempt from disclosure under another act or legislative provision. If so please explain why and detail the act/provision you have in mind.

I would also be grateful for details of any other concerns that you may have about its release

The final decision as to whether to release the information will lie with the Council, having considered the exemptions and related public interest and prejudice tests under the Act. However, the more detailed your response, the more consideration we can give to your comments when making a determination.

Please note, when making the decision the Council has to assume that the information is being released to the public, rather than a particular individual or organisation. As a consequence the Council is not entitled to enquire why a particular person or organisation wants the information or consider the effects of the release to that particular person or organisation rather than to the public at large.

In dealing with requests for information under the Act, the Council has to comply with a very strict timetable. I would therefore be grateful if you would respond to this letter within five working days of the date of this letter.

If you do not respond within this timescale the Council may have to make a decision without taking into account your comments.

If you would like further information on the Act this can be found on the Information Commissioner's website at www.informationcommissioner.gov.uk

If you would like to discuss the above further then please do not hesitate to contact me.

Yours sincerely

Pam Zuntz

Housing Commissioning Manager

Strategic Housing