



Information Policy & Compliance  
[bbc.co.uk/foi](http://bbc.co.uk/foi)

Nath

Sent by email to: [request-55408-153c22xx@xxxxxxxxxxxxxxxxxxx](mailto:request-55408-153c22xx@xxxxxxxxxxxxxxxxxxx)

19<sup>th</sup> January 2011

Dear Nath,

### **Request for Information – RFI20101681**

I refer to your email of 20 December 2010 in which you request information under the terms of the Freedom of Information Act 2000 (the Act). Your query follows your 1 October 2010 request for information (RFI20101350) where you sought copies of various TV Licensing reports.

Your query is as follows:

*“Further to my recent request for copies of various reports, you mentioned that the reporting requirements from Capita to the BBC have changed. Please can I have full details of current reporting requirements, including report name, description of report, frequency. Please highlight the differences with the list from my previous request.”*

The unique reference for your request is RFI20101681 and I now respond as follows:

As you have noted, I stated in my response to your previous request (RFI20101350) that:

*“...the list of requested reports was drafted in 2002 and reporting arrangements have changed since that time.”*

In making this statement I was seeking to clarify that certain reports (4.6.8, 4.7.1 and 4.7.10) were no longer produced and were therefore unavailable. The ‘change in reporting arrangements’ I referred to was therefore the unavailability of these three reports rather than their replacement with other reports not listed in the 2002 Capita-BBC contract. I apologise if this was not made clear.

In terms of your current request, under s1(1) of the Act, I can confirm that the BBC does not hold the information requested, namely full details of current reporting requirements, in a manner which would



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enable us to provide this information to you within the 'appropriate limit'. I note that there are a very large number of reports provided by Capita to the BBC on both a regular and ad hoc basis and, as you have not indicated which type of reports you require I consider that answering your query would exceed the 'appropriate limit'. This is because neither the BBC nor Capita hold a list of 'all reports' and to assemble such a list would require significant resourcing. Under section 12 of the Act we are allowed to refuse to handle the request if it would exceed the appropriate limit. The appropriate limit has been set by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations (SI 2004/3244) as being £450 (equivalent to two and a half days work, at an hourly rate of £25).

We are mindful of our duty (under section 16 of the Act) to provide reasonable advice and assistance to you, and specifically to advise how you might narrow your request so that it complies with the time limit. If you could provide additional information on the reports you are seeking I would be happy to assist you further.

Please be aware that some information may be exempt from disclosure, should any exemptions under the Act apply to the information that you request.

I note that you have also requested a description of the reports sought together with reporting frequency. The Act only covers requests for recorded information. Your request would require summarising existing information and is therefore not a request for recorded information. I am therefore unable to provide report summaries under the Act.

For further information about freedom of information requests, I would refer you to the Information Commissioner's Office website: [http://www.ico.gov.uk/for\\_the\\_public/official\\_information.aspx](http://www.ico.gov.uk/for_the_public/official_information.aspx). For further details about information that is covered by the Act, i.e. recorded information, I would refer you to the Ministry of Justice's website and specifically to 'Information covered by the Act', which is available here: <http://www.justice.gov.uk/guidance/foi-procedural-information.htm#recorded>.

## **Appeal rights**

If you are not satisfied with this response you have the right to an internal review by a BBC senior manager or legal adviser. Please contact us at the address provided, explaining what you would like us to review and including your reference number. If you are not satisfied with the internal review, you can appeal to the Information Commissioner. The contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 545 700 or see <http://www.ico.gov.uk/>

Yours sincerely,

Dan McGregor  
**Senior Policy Adviser, TV Licensing Management Team**

