



City of Westminster

Mr Stephen Murray

By email only

Information Management Team
Westminster City Council

5 Strand

London

WC2N 5HR

Telephone 0207 641 3921

Email xxx@xxxxxxxxxxxxx.xxx.xx

Our ref: 6598337

Your ref:

Date: 8 January 2018

Dear Mr Murray

Re: Request for Internal Review of request 6346935

Thank you for your correspondence dated 13 December 2017 regarding the response to your recent request to the Council (6346935).

In your correspondence you asked for an Internal Review of your Freedom of Information Request.

Response

I am sorry that you are dissatisfied with our handling of your request.

The purpose of an Internal Review is to review the handling of a request in line with the provisions of the Freedom of information Request 2000.

Your email of 13 December 2017 asks for an Internal Review of FOI request 6346935 but does not set out the grounds under which you dispute the response. It is not possible for the council to undertake an investigation into the handling of a request without the applicant specifying the aspects they wish to appeal. As a result, no Internal Review has been undertaken.

Your correspondence includes a further question as follows:

"I would like to know as a council, a government institution what you will do to prevent discrimination."

As this is for information additional to that asked for originally, this would usually be processed as a new request rather than as an Internal Review.

However, the question is too general in nature, and does not contain a sufficient description of the information sought. It is therefore not a valid request under section 8 (1)(c) of the Act.

Please be reminded that the FOI Act entitles any person to submit a request for information held, i.e. recorded, by a public authority. Please find a link below to the

Information Commissioner's guidance on submitting requests: <https://ico.org.uk/for-the-public/official-information/>

Consequently, if you wish to you may clarify your request, in line with the guidance above, setting out the details of the specific information is sought.

Advice & Assistance

In the course of this response I have made reference to the following provisions of the Freedom of Information Act

- **8 (1)** In this Act any reference to a “request for information” is a reference to such a request which—
 - (a) is in writing,
 - (b) states the name of the applicant and an address for correspondence, and
 - (c) describes the information requested.

Should you be dissatisfied with our response, you are entitled to contact the Information Commissioner under Section 50 of the Freedom of Information Act 2000. For your reference, I have provided the contact details below:

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

Tel: 0303 123 1113 or 01625 54 57 45
Fax: 01625 524510
Web: www.ico.org.uk

Should you have any queries, please contact me at the address below.

Yours sincerely

Information Management Team