



Sent by Email:

To: Mr Stephen Whiteside

Email:

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Date: 12 May 2017

Our Reference: Internal Reviews

Enquiries to: Nicki Whitehouse

Dear Mr Whiteside

Internal Review

We are writing to advise you on the outcome of the requested internal reviews related to **FOI 104 16-17** (MOU CFOA SE Region) and **FOI 113 16-17** (Fire access to Medstead Lane).

In regard to **FOI 104 16 -17** (MOU CFOA SE Region) we note your comments regarding the lack of local specific arrangements with the local water authorities. However, the outcome of the internal review confirms that we have complied with your request in full as we do not hold any recorded information in regard to the local specific arrangements with any local water authorities. Our internal review does however recognise the delay in our response and we apologise for this.

With reference to **FOI 113 16-17** (Fire access to Medstead Lane) our letter, dated 7 April 2017, from ACO Dickinson provided you with our outgoing correspondence referencing Medstead Lane. However, the outcome of our internal review has identified that we did not fully comply with your request as we have since located hard copies of incoming correspondence at a local fire station. Again, please accept our apologies for the inconvenience this may have caused you. The error was attributed to a change in our procedures and where we still have a large number of documents awaiting scanning onto our CFRMIS system (Community Fire Risk Management Information System). This prevented us from identifying the requested documents in relation to the development at the time of your original request.

Please find attached copies of all incoming letters held by HFRS. In addition to this we hold a number of large planning drawings as hard copies. At this time we are unable to scan these and are therefore unable to provide them in an electronic format. If you would like to view these please confirm, so that we are able to arrange a convenient time for you to do so.

HFRS has now been corresponding with you on the subject of the Four Marks development since August 2016 and have provided an apology for our failure to fully comply at the time of your original requests.



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We are satisfied that we have now provided you with all recorded information held by HFRS regarding this development.

Should you still remain dissatisfied you can appeal against these decisions by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Yours sincerely

Nicki Whitehouse

Head of Service
Knowledge Management
Hampshire Fire and Rescue Service.