



James Muldoon
Via Email
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Communities, Law & Governance
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18 February 2010

Dear Mr Muldoon

Re: Your request for information: Ref No. 4829

Thank you for your request for information that was received on 15 February 2010 in which you requested:

- (1) Please provide the number of FOI Requests received each month by the council for calendar year 2009 and January 2010, and the overall total.
- (2) Please confirm whether it is council policy to acknowledge all FOI Requests, and how quickly.

If it is, provide the % which met that target in each month and overall.

If not, explain how the council considers this complies with ICO guidance and the council's duties under the Act, in particular §16 to be helpful.

- (3) For each month and the whole period, include how many received the council's response
 - (a) within 15wd,
 - (b) in 16-20 wd,
 - (c) after 20wd, and
 - (d) any still awaiting response.
- (4) Include also how many were met
 - (a) in full,
 - (b) partly,
 - (c) rejected, with a note of the numbers for each reason for rejection - not held, too costly, fees notices etc.
- (5) Include how many were referred to Internal Review, how long these took as per (3) above, and the outcome
- (6) Lastly for each month and total, include the number of requests that had ICO involvement, distinguishing between numbers where the ICO asked the council to respond due to delay by the council, or where the ICO made a ruling after the council process was exhausted.

Itemise each of these presumably very few cases individually with full dates and outcome.

Your request is being dealt with under the Freedom of Information Act 2000 and you will receive a response within 20 working days of the date that we received your request.

If the information you requested contains reference to a third party then they may be consulted before a decision is taken on whether or not to release the information to you. You will be informed if this is the case.

The Act defines a number of exemptions that may restrict the release of the requested information. There will be an assessment and if any of the exemption categories apply then the information may not be released. You will be informed if this is the case, including your rights of appeal.

The information provided will be in English, normal font size. If you require alternative formats, e.g. other language, audio, large print, etc. please notify us.

Further information on the Freedom of Information Act is available through the Information Commissioner at the:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
Internet: www.informationcommissioner.gov.uk

Yours sincerely,

Janet McDonald
Corporate Freedom of Information Officer
Communities, Law & Governance