



James Muldoon  
Via Email  
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**Communities, Law & Governance**  
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**15 March 2010**

Dear James 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.**

This request has now been considered and we require additional time to process it.

This is because our reporting system is not available and the information is being collated manually. We estimate that this will take approximately an extra five working days to complete.

If you have any queries or concerns then please contact us using the above details.

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](http://www.informationcommissioner.gov.uk)

Yours sincerely,

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