

**From:** [REDACTED]  
**To:** [Freedom Info](#)  
**Subject:** 13155 - Sign erection work order on Quay Street, Huddersfield  
**Date:** 18 July 2016 08:55:55  
**Attachments:** [13154 and 13155 Reply Aiken parking signs.doc](#)

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Hi [REDACTED]

Please find attached our responses for both 13154 and 13155 which can be sent out.

Many thanks

[REDACTED]

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**From:** Freedom Info  
**Sent:** 23 June 2016 15:16  
**To:** [REDACTED]  
**Subject:** DMT - 13154 - Aiken - Parking enforcement requisitions - 22.7.16

Hi there

Please find attached an information access request relating to your service area.

Please can you collate the information requested and, once it has been signed off send this on to me to reply to the applicant. Please note that the deadline for replying to the applicant is **22.7.16**, so please could get the information to me as soon as possible before that date?

**IMPORTANT:**

Where information is already available on the Kirklees Council website, please provide a link to that information which we can send on to the applicant; this will save you time! For example:

- **Budget information:** <http://www.kirklees.gov.uk/beta/delivering-services/budget-and-accounts.aspx> - please tell us which document refers
- **Factsheets:** <http://www.kirklees.gov.uk/beta/information-and-data/kirklees-information.aspx> - please tell us which factsheet or collection refers

Please let us know **as soon as possible**:

**(1) If you think another Service might hold information which would need to be released as part of this request** – this is so we can pass it on to the appropriate co-ordinator and get sign off from their senior management

**(2) If you think an exemption / exception might apply** – this is so we can help you draft a refusal notice and apply the public interest test (where appropriate)

**(3) If you require clarification of the request** – this is so we can get that clarification from the applicant without delay; please advise what clarification is required

**Don't forget** to make a note of the time you and / or your colleagues spend on the following for this request, and send it back to us with the signed off response:

- a) **determining** whether we hold the information,
- b) **locating** the information, or a document which may contain the information,
- c) **retrieving** the information, or a document which may contain the information, and
- d) **extracting** the information from a document containing it.

You can either use the table on the back of the attached form or the one below:

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Officer(s)	Time (Hours / Mins)	Comments (ie what time was spent on)
Info Access Team		
Service Officer 1		
Service Officer 2		
Service Officer 3		
<b>Total</b>		<b>Info Access Team to Complete</b>

Any queries, please give us a ring.

Regards

  
**Information Access Team**

Legal, Governance & Monitoring  
Governance & Democratic Services  
Civic Centre 3, High Street, Huddersfield, HD1 2TG  
Lync Group: Information Access

For more information about **FoI**, **data protection** and **information security** see the intranet:  
<http://intranet.kirklees.gov.uk/Policies-and-procedures/Council-wide/Information-security>  
See also ICO: <http://ico.org.uk/>

Applicant:	S Aiken (What do they know)	Deadline:	22.7.16
Date Received:	23.6.16	17 <sup>th</sup> Day:	19.7.16
Co-ordinator(s):	REDACTED	Service(s):	Highways

The information detailed either below or attached has been requested from the above applicant, and we are required to respond as soon as possible within **20 working days** (see deadline above).

- In order for your response to be collated, if necessary, with information from other sources, and for the implications of any publicity to be considered, please ensure that it is received by the Information Access Team, Legal Governance & Monitoring, Civic Centre 3, High Street, Huddersfield, HD1 2TG, or at [freedom.info@kirklees.gov.uk](mailto:freedom.info@kirklees.gov.uk), **by the 17<sup>th</sup> working day above**, in order to meet the legal deadline.
- The response to the applicant will be delivered by the Information Access Team.
- Please ensure that the information is as described in the request, and that you include any background or contextual information relevant and proportionate to the sensitivity of the information requested.
- The response you make **must** be approved by your Head of Service (or nominated person), and should be in a format that can be delivered to the applicant without further processing.

**Please contact the Information Access Team (REDACTED) as soon as possible if you do not hold the information, or if you are unsure about the nature or scope of the request, or if you consider that there are grounds for refusal.**

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#### FOI 13154

Please provide all requisitions for traffic signs and parking signs originating within your parking enforcement and appeals department between 3.5.16 and 3.6.16. If the cost of collating this data would mean the rejection of this request please take any measures you deem necessary to fall within the cost limit including expanding the data provided to all requisitions for traffic and parking signs or indeed all requisitions from that department.

#### FOI 13155

Between 3.5.16 and 10.6.16 a pay and display sign was erected on Quay Street, Huddersfield approximately 12 meters east of its junction with Watergate. Please provide the decision making process that resulted in the erection of this sign. Please include all emails in relation to this sign and specifically the request that initially commenced the process. I have previously made 2 requests on this general subject area of the council, if the council feels the need to reject on the basis of these three requests please combine the requests in a single whole and deal with them as such. If the costs would exceed the appropriate limit please deal only with this specific request alone.

**End**

**Response:**

Between the dates of 3 May and 10 June 2016, we did not acquire or order any new signs. The majority of these signs are repeater signs for the On Street pay & display parking places and we carry stock of these and use them as and when required. When we receive reports of signs that are missing, defaced, damaged, etc. these are passed to our engineer or our operation's team for them to arrange for a replacement. The time taken to replace them depends on their workload. The new sign on Quay Street, approximately 12 meters east of the junction with Watergate, was erected around the 15 June 2016.

**End**

## Information Access Team Risk Assessment:

This request has been assessed as: <b>Routine / Complex</b>	Lowest risk <span style="float: right;">→ Highest risk</span>			
	1	2	3	4
Kind of applicant ( <i>individual → media</i> )			X	
Complexity ( <i>of info requested; number of services</i> )	X			
Time to collate response ( <i>less/more than 18 hours</i> )	X			
Sensitivity ( <i>of info requested; disclosure</i> )	X			
Political / Reputational ( <i>impact of providing info</i> )	X			

## Guidance for Co-ordinators:

Please consider the following in when searching for / collating the information requested:

- Have we got it? If so, can the applicant have it?
- The presumption is always in favour of disclosure; in other words, if we have it we will provide it, unless an exemption applies.
- The FoI Act states an upper limit above which local authorities do not have to provide information. This is £450. The general guideline for working out whether or not a request may exceed this total is if the amount of work involved to determine appropriate material and locate, retrieve and extract the information requested is likely to exceed 18 hours (2.5 working days, which equates to £450). **NB** – The FoI Act assumes we have efficient record keeping! If we estimate that it will take us more than 18 hours we need to inform the applicant as soon as possible so they have the option to adjust their request to bring it under the £450 limit.
- Is what you have information (eg minutes of a meeting) or data (raw statistics)?
- Could we send part of the information requested within the deadline? If so, please advise the Information Access Officer as soon as possible and send on the signed off partial information.
- Have you looked in / on
  - Emails
  - Electronic folder structure
  - Paper filing systems
  - Electronic diaries
  - Financial records
  - Notebooks
  - The website – if the information is already in the public domain (such as planning applications or committee reports) we can point to it there – just send us a web link to it

We are expected to:	We are not expected to:
<ul style="list-style-type: none"> <li>✓ Supply the information requested as soon as possible within a maximum of 20 working days.</li> <li>✓ Provide the information requested which we have, and can be released, in an accessible, machine readable format</li> </ul>	<ul style="list-style-type: none"> <li>✗ Process data in order to provide an answer to a request</li> <li>✗ Answer questions which ask for our opinions</li> </ul>

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Service Officer 1		
Service Officer 2		
Service Officer 3		
<b>Total</b>		<b>Info Access Team to Complete</b>

Applicant:	S Aiken (What do they know)	Deadline:	22.7.16
Date Received:	23.6.16	17 <sup>th</sup> Day:	19.7.16
Co-ordinator(s):	REDACTED	Service(s):	Highways

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Between 3.5.16 and 10.6.16 a pay and display sign was erected on Quay Street, Huddersfield approximately 12 meters east of its junction with Watergate. Please provide the decision making process that resulted in the erection of this sign. Please include all emails in relation to this sign and specifically the request that initially commenced the process. I have previously made 2 requests on this general subject area of the council, if the council feels the need to reject on the basis of these three requests please combine the requests in a single whole and deal with them as such. If the costs would exceed the appropriate limit please deal only with this specific request alone.

**End**

## Information Access Team Risk Assessment:

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Kind of applicant ( <i>individual → media</i> )			X	
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- Have you looked in / on
  - Emails                                      ○ Electronic folder structure                      ○ Paper filing systems
  - Electronic diaries                      ○ Financial records                      ○ Notebooks
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**From:** [Freedom Info](#)  
**To:** [Monitoring Officer](#)  
**Cc:** [REDACTED]  
**Bcc:** [REDACTED]  
**Subject:** 13155 - Sign erection work order on Quay Street, Huddersfield - INTERNAL REVIEW  
**Date:** 19 July 2016 12:34:00  
**Attachments:** [13155 - Sign erection work order on Quay Street Huddersfield - INTERNAL REVIEW.msg](#)

---

Hi there

Please see attached a request for internal review I've been asked to pass on.

Regards

[REDACTED]



**From:** [Mr Aiken](#)  
**To:** [Freedom Info](#)  
**Subject:** 13155 - Sign erection work order on Quay Street, Huddersfield - INTERNAL REVIEW  
**Date:** 18 July 2016 14:11:00

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Dear Freedom Info,

Please pass this on to the person who conducts FOIA reviews.

My original request was for all emails and communications within the council that led to the erection of the pay and display sign in question. I am fully aware that the sign was erected on the 2nd of June contrary to the FOI response suggesting the erection took place around the 15th. Also the response has provide no email nor internal documents of any kind as was requested and it was made explicit in the request that the 'request that initially commenced the process' be included which the council has failed to provide. Additionally no decision making process has been outlined in your response.

Please process the request properly in line with the law

Yours sincerely,

Mr Aiken

-----Original Message-----

Dear Mr Aiken

I refer to your recent enquiry relating to the above which has been dealt with under the Freedom of Information Act 2000.

Please find below the Council's response:

Between 3.5.16 and 10.6.16 a pay and display sign was erected on Quay Street, Huddersfield approximately 12 meters east of its junction with Watergate. Please provide the decision making process that resulted in the erection of this sign. Please include all emails in relation to this sign and specifically the request that initially commenced the process. I have previously made 2 requests on this general subject area of the council, if the council feels the need to reject on the basis of these three requests please combine the requests in a single whole and deal with them as such. If the costs would exceed the appropriate limit please deal only with this specific request alone.

Between the dates of 3 May and 10 June 2016, we did not acquire or order any new signs. The majority of these signs are repeater signs for the On Street pay & display parking places and we carry stock of these and use them as and when required. When we receive reports of signs that are missing, defaced, damaged, etc. these are passed to our engineer or our operation's team for them to arrange for a replacement. The time taken to replace them depends on their workload. The new sign on Quay Street, approximately 12 meters east of the junction with Watergate, was erected around the 15 June 2016.

If you are not content with the handling of your request, you have the right to ask for an internal review. Requests for internal reviews should be submitted within 2 months of the date of receipt of the response to your original request and should be addressed to the Monitoring Officer, Civic Centre I, PO Box 1274, Huddersfield HD1 2WZ. Alternatively, you can send an email to: [1][email address].

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of any review you have the right under section 50 of the 2000 Act to apply to the Information Commissioner for a decision as to whether your request for information has been dealt with in accordance with the requirements of the Act. The Information Commissioner's website is at [2][www.ico.org.uk](http://www.ico.org.uk) and gives more information about the role and duties of the Commissioner. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Information Access Team

Legal, Governance & Monitoring

Telephone: 01484 221000 (voice activated switchboard – please ask for Freedom of Information)

This email and any attachments are confidential. If you have received it in error - notify the sender immediately, delete it from your system, and do not use, copy or disclose the information in any way. Kirklees Council monitors all emails sent or received.

Sign up for email newsletters and alerts - [www.kirklees.gov.uk/stayconnected](http://www.kirklees.gov.uk/stayconnected)  
Find us on Facebook - <https://www.facebook.com/liveinkirklees>  
Follow us on Twitter - [www.twitter.com/kirkleescouncil](http://www.twitter.com/kirkleescouncil)

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#### References

##### Visible links

1. [mailto:\[email address\]](mailto:[email address])
2. <http://www.ico.org.uk/>

-----  
Please use this email address for all replies to this request:

request-341447-xxxxxxx@xxxxxxxxxxxxx.xxx

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://www.whatdotheyknow.com/help/officers>

For more detailed guidance on safely disclosing information, read the latest advice from the ICO:

<https://www.whatdotheyknow.com/help/ico-guidance-for-authorities>

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

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**From:** [REDACTED]  
**To:** [Freedom Info](#)  
**Subject:** 13157 - Aiken - Enforcement of on-street parking policies  
**Date:** 18 July 2016 09:01:48  
**Attachments:** [13157 Reply Aiken parking charges.doc](#)

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Hi [REDACTED]

Please find attached our response to this request which can be sent out.

Many thanks

[REDACTED]

---

**From:** Freedom Info  
**Sent:** 23 June 2016 17:08  
**To:** [REDACTED]  
**Subject:** DMT - 13157 - Aiken - Enforcement of on-street parking policies - 22.7.16

Hi there

Please find attached an information access request relating to your service area.

Please can you collate the information requested and, once it has been signed off send this on to me to reply to the applicant. Please note that the deadline for replying to the applicant is **22.7.16**, so please could get the information to me as soon as possible before that date?

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Any queries, please give us a ring.

Regards

**Information Access Team**

Legal, Governance & Monitoring  
Governance & Democratic Services  
Civic Centre 3, High Street, Huddersfield, HD1 2TG  
Lync Group: Information Access

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Applicant:	Aiken (What do they know)	Deadline:	22.7.16
Date Received:	23.6.16	17 <sup>th</sup> Day:	19.7.16
Co-ordinator(s):	REDACTED	Service(s):	Strategy & Design

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Please provide the Councils policy documents with regard to the civil enforcement of parking charges. Specifically please provide the policies on the photography carried out by civil enforcement officers in relation to the requirement that on street signage be included in the photographs of vehicles alleged to be in contravention of Traffic Regulation Orders.

**End**

### Response

Kirklees operates in compliance within the legislative framework that is the Traffic Management Act 2004, in particular see section 8 (on-street activities) of The Secretary of States Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/479849/final-statutory-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/479849/final-statutory-guidance.pdf)

**End**

## Information Access Team Risk Assessment:

This request has been assessed as: <b>Routine / Complex</b>	Lowest risk <span style="font-size: small;">—————→</span> Highest risk			
	1	2	3	4
Kind of applicant ( <i>individual → media</i> )			X	
Complexity ( <i>of info requested; number of services</i> )	X			
Time to collate response ( <i>less/more than 18 hours</i> )	X			
Sensitivity ( <i>of info requested; disclosure</i> )	X			
Political / Reputational ( <i>impact of providing info</i> )	X			

## Guidance for Co-ordinators:

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Service Officer 3		
<b>Total</b>		<b>Info Access Team to Complete</b>



**From:** [Freedom Info](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** 13229 - Aiken - Number of challenged PCNs on quay street - due 03/08/16  
**Date:** 05 July 2016 09:23:00  
**Attachments:** [13229.doc](#)

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Hi there

Please find attached an information access request relating to your service area.

Please can you collate the information requested and, once it has been signed off send this on to me to reply to the applicant. Please note that the deadline for replying to the applicant is **3 August**, so please could get the information to me as soon as possible before that date?

**IMPORTANT:**

Where information is already available on the Kirklees Council website, please provide a link to that information which we can send on to the applicant; this will save you time! For example:

- **Budget information:** <http://www.kirklees.gov.uk/beta/delivering-services/budget-and-accounts.aspx> - please tell us which document refers
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Please let us know **as soon as possible**:

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Any queries, please give us a ring.

Regards



**Information Access Team**

Legal, Governance & Monitoring

Governance & Democratic Services

Civic Centre 3, High Street, Huddersfield, HD1 2TG

Lync Group: Information Access

Applicant:	WDTK	Deadline:	3 Aug 16
Date Received:	4 Jul 16	17 <sup>th</sup> Day:	29 Jul 16
Co-ordinator(s):	REDACTED	Service(s):	Strategy & Design

The information detailed either below or attached has been requested from the above applicant, and we are required to respond as soon as possible within **20 working days** (see deadline above).

- In order for your response to be collated, if necessary, with information from other sources, and for the implications of any publicity to be considered, please ensure that it is received by the Information Access Team, Legal Governance & Monitoring, Civic Centre 3, High Street, Huddersfield, HD1 2TG, or at [freedom.info@kirklees.gov.uk](mailto:freedom.info@kirklees.gov.uk), **by the 17<sup>th</sup> working day above**, in order to meet the legal deadline.
- The response to the applicant will be delivered by the Information Access Team.
- Please ensure that the information is as described in the request, and that you include any background or contextual information relevant and proportionate to the sensitivity of the information requested.
- The response you make **must** be approved by your Head of Service (or nominated person), and should be in a format that can be delivered to the applicant without further processing.


**Please contact the Information Access Team (REDACTED) as soon as possible if you do not hold the information, or if you are unsure about the nature or scope of the request, or if you consider that there are grounds for refusal.**

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On or around 2 June 2016 a 'pay at meter' sign was erected on Quay Street, Huddersfield to the north side approximately 12 meters from it's junction with Watergate. As judged from the google street view imagery it would appear that there has not been a sign at this location since at least September 2014. Please provide the number of penalty charge notices (pcns) issued to vehicles parked at the bay served by that particular sign and a breakdown of the number of those notices issued by each civil enforcement officer. Please also provide the number of appeals that were lodged at each stage of the enforcement process in relation to those pcns. Please also provide the number of successful appeals at each stage of the enforcement process. Please also collate the monetary value of the pcns identified as both those where no challenge was made and also those whose challenges were rejected by the council at either informal or formal stages.

**End**

## Information Access Team Risk Assessment:

This request has been assessed as: <b>Routine / Complex</b>	Lowest risk  Highest risk			
	1	2	3	4
Kind of applicant ( <i>individual → media</i> )	X			
Complexity ( <i>of info requested; number of services</i> )	X			
Time to collate response ( <i>less/more than 18 hours</i> )	X			
Sensitivity ( <i>of info requested; disclosure</i> )	X			
Political / Reputational ( <i>impact of providing info</i> )	X			

## Guidance for Co-ordinators:

Please consider the following in when searching for / collating the information requested:

- Have we got it? If so, can the applicant have it?
- The presumption is always in favour of disclosure; in other words, if we have it we will provide it, unless an exemption applies.
- The Fol Act states an upper limit above which local authorities do not have to provide information. This is £450. The general guideline for working out whether or not a request may exceed this total is if the amount of work involved to determine appropriate material and locate, retrieve and extract the information requested is likely to exceed 18 hours (2.5 working days, which equates to £450). **NB** – The Fol Act assumes we have efficient record keeping! If we estimate that it will take us more than 18 hours we need to inform the applicant as soon as possible so they have the option to adjust their request to bring it under the £450 limit.
- Is what you have information (eg minutes of a meeting) or data (raw statistics)?
- Could we send part of the information requested within the deadline? If so, please advise the Information Access Officer as soon as possible and send on the signed off partial information.
- Have you looked in / on
  - Emails
  - Electronic folder structure
  - Paper filing systems
  - Electronic diaries
  - Financial records
  - Notebooks
  - The website – if the information is already in the public domain (such as planning applications or committee reports) we can point to it there – just send us a web link to it

We are expected to:	We are not expected to:
<ul style="list-style-type: none"> <li>✓ Supply the information requested as soon as possible within a maximum of 20 working days.</li> <li>✓ Provide the information requested which we have, and can be released, in an accessible, machine readable format</li> </ul>	<ul style="list-style-type: none"> <li>✗ Process data in order to provide an answer to a request</li> <li>✗ Answer questions which ask for our opinions</li> </ul>

Time taken to determine whether info requested is held, then locate, retrieve and extract it:		
Officer(s)	Time (Hours / Mins)	Comments (ie what time was spent on)
Info Access Team		
Service Officer 1		
Service Officer 2		
Service Officer 3		
<b>Total</b>		<b>Info Access Team to Complete</b>

**From:** [Freedom Info](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** 13333 - Aiken - Parking enforcement visits to Quay Street - 16.8.16  
**Date:** 19 July 2016 09:42:00  
**Attachments:** [13333.doc](#)

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Hi there

Please find attached an information access request relating to your service area.

Please can you collate the information requested and, once it has been signed off send this on to me to reply to the applicant. Please note that the deadline for replying to the applicant is **16.8.16**, so please could get the information to me as soon as possible before that date?

**IMPORTANT:**

Where information is already available on the Kirklees Council website, please provide a link to that information which we can send on to the applicant; this will save you time! For example:

- **Budget information:** <http://www.kirklees.gov.uk/beta/delivering-services/budget-and-accounts.aspx> - please tell us which document refers
- **Factsheets:** <http://www.kirklees.gov.uk/beta/information-and-data/kirklees-information.aspx> - please tell us which factsheet or collection refers

Please let us know **as soon as possible**:

- (1) If you think another Service might hold information which would need to be released as part of this request** – this is so we can pass it on to the appropriate co-ordinator and get sign off from their senior management
- (2) If you think an exemption / exception might apply** – this is so we can help you draft a refusal notice and apply the public interest test (where appropriate)
- (3) If you require clarification of the request** – this is so we can get that clarification from the applicant without delay; please advise what clarification is required

**Don't forget** to make a note of the time you and / or your colleagues spend on the following for this request, and send it back to us with the signed off response:

- determining** whether we hold the information,
- locating** the information, or a document which may contain the information,

- c) **retrieving** the information, or a document which may contain the information, and
- d) **extracting** the information from a document containing it.

You can either use the table on the back of the attached form or the one below:

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<b>Total</b>		<b>Info Access Team to Complete</b>

Any queries, please give us a ring.

Regards



**Information Access Team**

Legal, Governance & Monitoring

Governance & Democratic Services

Civic Centre 3, High Street, Huddersfield, HD1 2TG

Lync Group: Information Access

For more information about **FoI**, **data protection** and **information security** see the intranet:

<http://intranet.kirklees.gov.uk/Policies-and-procedures/Council-wide/Information-security>

See also ICO: <http://ico.org.uk/>

Applicant:	Mr Aiken	Deadline:	16.8.16
Date Received:	18.7.16	17 <sup>th</sup> Day:	11.8.16
Co-ordinator(s):	REDACTED	Service(s):	Strategy & Design

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Please provide all dates on which site visits to Quay Street were carried out by the parking enforcement department and the identity of the parking services officer concerned. The council may attempt to evade providing the names but as these are public facing roles there is no need to hide identities, indeed their names are included with correspondence in relation to parking enforcement.

**End**



## Information Access Team Risk Assessment:

This request has been assessed as: <b>Routine / Complex</b>	Lowest risk <span style="font-size: small;">—————&gt;</span> Highest risk			
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Kind of applicant ( <i>individual → media</i> )		X		
Complexity ( <i>of info requested; number of services</i> )	X			
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Sensitivity ( <i>of info requested; disclosure</i> )	X			
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