

Appendix 2

ENF0493819

**ICO further correspondence with
Manchester City Council**

Forwarded e-mail to ICO 24/04/13

Reference: ENF0493819

Dear Ms Tomkinson

I confirm receipt of your email dated 17 April 2013 to Manchester City Council informing us of the ICOs decision to monitor our response time for requests for information for a 3 month period.

The Council takes its responsibility in complying with access to information rights very seriously and I will ensure we comply with any requirements you have in relation to this monitoring. I would be grateful if you were able to assist me in clarifying which complaints raised with the ICO prompted you to include us in your selection for monitoring.

I would also be grateful if you could clarify in relation to the dates set out in monitoring spreadsheet whether the correct date is 2013 (the first worksheet (tab) in the workbook states 2010 but in the notes states calendar year).

I look forward to hearing from you.

Yours Sincerely

[REDACTED]
Democratic and Statutory Services
Manchester City Council
PO Box 532
Town Hall
Albert Square
Manchester
M60 2LA

External tel: [REDACTED]
Internal tel: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]
Website: www.manchester.gov.uk

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<casework@ico.org.uk>

To

<informationcompliance@manchester.gov.uk>

17/04/2013 15:26

cc

Subject

monitoring by the Information Commissioner's Office
ENF0493819]

FOIA and EIR

[Ref.

PROTECT

17 April 2013

Reference: ENF0493819

Dear Sir/Madam

Compliance with section 10 of the Freedom of Information Act (FOIA) &
regulation 5 of the Environmental Information Regulations (EIR) 2004

Please see the attached letter and attachments which relate to the
Commissioner's intention to monitor Manchester City Council's compliance
with the FOIA and the EIR.

I would be grateful if you could reply to this email to acknowledge that
you have received this information.

Many thanks for your help.

Yours sincerely

Laura Tomkinson
Senior Case Officer - Complaints Resolution

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interest, promoting openness by public bodies and data privacy for
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Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 Fax: 01625 524 510 Web: www.ico.org.uk (See attached file: Self assessment excel spreadsheet.xls) (See attached file: ICO approach to monitoring.docx) (See attached file: ICO to Manchester - Monitoring Letter 20120417.doc)

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PROTECT

25 April 2013

Reference: ENF0493819

Dear [REDACTED]

Thank you for your email of 14 April 2013 in relation to the above case.

As requested, please find attached a list of the cases we considered which prompted us to include Manchester City Council in this round of monitoring.

With regard to the dates in the monitoring spreadsheet, I can confirm that the correct date is 2013. I apologise for any confusion caused and thank you for bringing the matter to my attention.

If you have any further queries, please don't hesitate to contact me either by email or on the number below.

Yours sincerely

Laura Tomkinson

Senior Case Officer - Complaints Resolution

Tel: 01625 545634

Dear Ms Tomkinson

Reference: ENF0493819

Thank you for providing the information and for your swift response.

Yours Sincerely

[REDACTED]
Democratic and Statutory Services
Manchester City Council
PO Box 532
Town Hall
Albert Square
Manchester
M60 2LA

External tel: [REDACTED]
Internal tel: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]
Website: www.manchester.gov.uk

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<casework@ico.org.uk>

25/04/2013 10:54

To: [REDACTED]

cc

Subject: Reply from ICO - monitoring[Ref: ENF0493819]

PROTECT

25 April 2013

Reference: ENF0493819

Dear [REDACTED]

Thank you for your email of 14 April 2013 in relation to the above case.

As requested, please find attached a list of the cases we considered which prompted us to include Manchester City Council in this round of monitoring.

With regard to the dates in the monitoring spreadsheet, I can confirm that the correct

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Yours sincerely

Laura Tomkinson
Senior Case Officer - Complaints Resolution
Tel: 01625 545634

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Forwarded email to 100 27/06/13

Dear Laura

Please find attached the Council's first submission required to comply with our monitoring period.

If you require anything further please contact me.


Manchester City Council

(See attached file: Self assessment excel spreadsheet.xls)

PROTECT

17 April 2013

Reference: ENF0493819

Dear Sir/Madam

Compliance with section 10 of the Freedom of Information Act (FOIA) & regulation 5 of the Environmental Information Regulations (EIR) 2004

Please see the attached letter and attachments which relate to the Commissioner's intention to monitor Manchester City Council's compliance with the FOIA and the EIR.

I would be grateful if you could reply to this email to acknowledge that you have received this information.

Many thanks for your help.

Yours sincerely

Laura Tomkinson
Senior Case Officer - Complaints Resolution

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Council email to ICC 27/06/13

Dear Laura

Please find attached the Council's second submission required to comply with our monitoring period.

If you require anything further please contact me.

(See attached file: Self assessment excel spreadsheet.xls)


Manchester City Council

PROTECT

17 April 2013

Reference: ENF0493819

Dear Sir/Madam

Compliance with section 10 of the Freedom of Information Act (FOIA) & regulation 5 of the Environmental Information Regulations (EIR) 2004

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Yours sincerely

Laura Tomkinson
Senior Case Officer - Complaints Resolution

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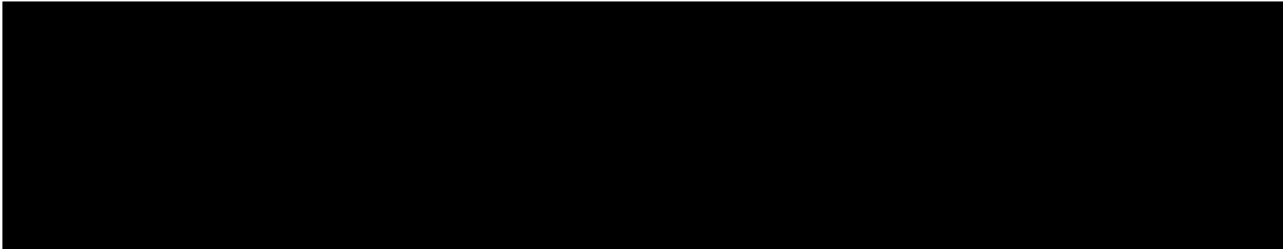
29 July 2013

Reference: ENF0493819

Dear 

Thank you for providing Manchester City Council's FOIA and EIR monitoring information for the first two monitoring periods.

In setting the due by date for the next and final set of information I noted that the date we had specified for the return of the spreadsheet was 26 August 2013. As this is a bank holiday I propose to change this to Tuesday 27 August 2013.



Yours sincerely

Laura Tomkinson
Senior Case Officer - Complaints Resolution
Tel: 01625 545634

Council e mail to ICC 23/4/13

Dear Laura

Please find attached the Council's final submission required to comply with our monitoring period.

If you require anything further please contact me.


Manchester City Council

(See attached file: Self assessment excel spreadsheet.xls)

PROTECT

17 April 2013

Reference: ENFO493819

Dear Sir/Madam

Compliance with section 10 of the Freedom of Information Act (FOIA) & regulation 5 of the Environmental Information Regulations (EIR) 2004

Please see the attached letter and attachments which relate to the Commissioner's intention to monitor Manchester City Council's compliance with the FOIA and the EIR.

I would be grateful if you could reply to this email to acknowledge that you have received this information.

Many thanks for your help.

Yours sincerely

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Senior Case Officer - Complaints Resolution

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Council e-mail to ICO 03/09/13

Dear Ms Tomkinson

Based on your email below I was wondering if there is any update on the Council's performance during the monitoring period and whether you have decided to close the case?

[REDACTED]

Regards

[REDACTED]
Democratic and Statutory Services Legal Team
Manchester City Council

casework@ico.org.uk

To

29/07/2013 15:53

<[REDACTED]>

cc

Subject

Email from ICO Monitoring case
[Ref. ENF0493819]

PROTECT

29 July 2013

Reference: ENF0493819

Dear [REDACTED]

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