



Mr S Thomas

**Reply to**  
FOI@bristol.gov.uk  
Our ref 3425342  
Date 3 January 2020

Dear Mr Thomas

## **Freedom of Information Act 2000**

This request is being handled under the Freedom of Information Act 2000. We can confirm that the information requested is held by Bristol City Council.

### **1. Membership of the Corporate Leadership Board (CLB)**

- Mike Jackson, Executive Director for Resource & Head of Paid Service
- Jacqui Jensen, Executive Director for People
- Stephen Peacock, Executive Director for Growth and Regeneration
- Denise Murray, Director for Finance & S.151 Officer
- Tim O'Gara, Director for Legal and Democratic Services & Monitoring Officer
- Kevin Slocombe, Head of the Mayor's Office

### **2. Terms of reference of the CLB**

The Corporate Leadership Board (CLB) is the senior management team responsible for the day-to-day running of the Council. CLB meets weekly and is chaired by the Executive Director for Resources & Head of Paid Service. The board:

- ensures the Council maintains all necessary standards of compliance, good practice and governance.
- provides a focus on workforce development and organisational culture.
- monitors the Council's performance and Corporate Risk Register.

- develops key decisions, draft policies and strategies, ensuring alignment with Corporate Strategy and the Council's budget.
- oversees the delivery of the Council's capital budget and key projects as detailed in the Council's Change Programme.

### **3. Minutes, notes and reports of all meetings of the CLB**

Under section 12 of the FOI Act, we are not obliged to comply with a request if we estimate that the cost of determining whether we hold the information, locating and retrieving it and extracting it from other information would exceed the appropriate limit (currently £450 for Bristol City Council). This is calculated at £25 per hour for every hour spent on the activities described and is the equivalent of 18 hours or approximately three working days. As we estimate it would take well over the 18-hour limit provided in the FOI Act to identify, retrieve and extract the information requested, we consider that section 12 applies and are refusing your request.

Under the FOI Act, a public authority is not obliged to search for, or compile some of the requested information before refusing a request that it estimates will exceed the appropriate limit. You may wish to narrow the scope of your request by reducing the time frame and limiting the type of information or focusing on the information that is most important to you.

Please note that any refined request we receive will be treated as a fresh request and we cannot guarantee that any relevant exemptions under the FOI Act will not apply to a revised request.

### **4. Copies of email correspondence relating to the activities of the CLB**

From our preliminary assessment, we estimate that compliance with your request would exceed the appropriate time limit under Section 12 of the Freedom of information Act 2000 (18 hours). Please consider refining your request e.g. by specifying the subject matter and limiting the search dates of your request.

If you are still dissatisfied with the Council's response after the internal review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire SK9 5AF.  
 Telephone: 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

We will now close your request as of this date.

Yours sincerely

**Bristol City Council**