

[REDACTED]

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**From:** Accesstoinformation  
**Sent:** 12 November 2020 16:10  
**To:** [REDACTED]  
**Subject:** NEW FOI 670-2021  
**Attachments:** FOI EIR Template 670-2021.doc

Hi,

We have received a new freedom of information request; please see section 'Information Request' on the attached template. This request relates to OPENNESS AND TRANSPARENCY and it has been suggested that your directorate will hold the information to respond. I would appreciate if you could delegate this request to an officer in your service to respond with the information required.

The requested information should be entered onto the attached template and this should be returned to [accesstoinformation@rotherham.gov.uk](mailto:accesstoinformation@rotherham.gov.uk) by no later than 24/11/2020.

If you feel that an element of this information request could be dealt with as 'Business As Usual' or should be logged as a formal complaint, it is the request owner's responsibility to contact the requester to advise.

The FOI adviser for this request is [REDACTED].

The response information should be signed off by the appropriate senior officer within your directorate prior to returning to our team and confirmation of this approval should accompany your response.

Please note: If you have any concerns relating to the disclosure of the information being requested and require advice and guidance please contact the IM Team as soon as possible so that exemptions can be considered.

Please let us know as soon as possible if you feel that this request should not have been sent to your section, or if there are other teams that would also be able to add to the information requested.

**Due to working arrangements in place for Covid-19, where possible, please contact us by email.**

[REDACTED]  
**Information Management Team  
Customer, Information and Digital  
Finance & Customer Services  
Rotherham Metropolitan Borough Council**

**Tel: (01709) 8-22596  
Internal from new: 22596**

**Email:** [REDACTED]

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