



CIC Hywel Dda
Swîd 5 Ty Myrddin
Heol yr Hen Osaf
Caerfyrddin
SA31 1BT

Hywel Dda CHC
Suite 5 Ty Myrddin
Old Station Road
Carmarthen
SA31 1BT

Ref FOI 07032022HW

Date 7th March 2022

Dear Rabyah Khan

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Thank you for your request for information about Recruitment and retention: British Muslims

1. How many British Muslim employees have you recruited?
Please provide figures for every year since 2010.

2. What is the average length of service?

3. How many British Muslims have you employed in communications/media roles since 2010?

Our response is set out below:

1. Since 2010 and to date we have not employed any British Muslim people
2. Please see above answer

3. We have not employed any British Muslim people in communication and media roles

If you have any queries about this letter please contact me.
Please remember to quote the reference number above in any future communications.

Yours sincerely

A handwritten signature in black ink that reads "Donna Coleman". The script is cursive and fluid.

Donna Coleman

Chief Officer



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Ref FOI(3)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Thank you for your request for information about [subject]. Your request was received on [date] and I am dealing with it under the terms of the Freedom of Information Act 2000.

In some circumstances a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

You will receive the information requested within 20 working days unless the Community Health Council does not hold the information or there is a reason for it to be withheld.

I will write to you in any event.

If you have any requirements regarding the format any information should be supplied in, e.g. the language to be used, audio, large print and so on, then please let me know. If you have not already done so,

please supply your email address if you are willing to receive the information electronically.

If you have any queries or concerns then please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Further information about your rights is also available from the Information Commissioner at:

Information Commissioner's Office – Wales
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400

Fax: 029 2067 8399

Email: wales@ico.org.uk

Yours sincerely



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Ref FOI(4)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

Your request for information has now been considered and the information requested is enclosed.

[If unable to provide in the format requested by the applicant because it was 'unreasonable to do so' then state why]

or

[As you have asked to view the records in which the information is contained, and we are content to let you do so please telephone me to make the necessary arrangements]

consider

[Information you receive may be protected by the copyright of the person or organisation from which the information

originated. You must ensure that you gain their permission before reproducing any third party information.]

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to **[insert details]** or e-mail **[insert details]**

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CHC complaints procedure. The Information Commissioner can be contacted at:

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Yours sincerely



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Ref FOI(5)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I acknowledge your request for information received on **INSERT DATE**. In that request you asked for [**outline of request**].

Unfortunately I cannot identify the information you have requested from the details you have provided. To help me meet your request could you please complete and return the enclosed form so that I can process your request. I will not be able to take this matter further without extra information from you.

If you wish to discuss any of the above please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or

request a review of our decision, you should write to **[insert details]** or e-mail **[insert details]**

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CHC complaints procedure.

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Yours sincerely



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Ref FOI(6)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

I refer to your request under the above legislation for information about [\[subject\]](#).

Following a search of our paper and electronic records I have established that the information you requested is not held by the Community Health Council [\[before stating this take into account whether or not it is appropriate/necessary for you to neither confirm nor deny whether you hold the information\]](#)

[\[if appropriate provide advice and assistance as to the sort of information that you do hold and which the applicant may be interested in\]](#)

If you have any queries or concerns about this letter then please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write **[insert details]** or e-mail **[insert details]**

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CHC complaints procedure. The Information Commissioner can be contacted at:

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Ref FOI(7)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

I am considering your request for information which was received on [date]. I can confirm that the Community Health Council holds information that falls within the description specified in your request.

I have estimated that it will cost more than the appropriate limit to consider your request. The appropriate limit is specified in regulations and for the Council this is set at £xx. This represents the estimated cost of one person spending 2½ working days in determining whether the Council hold the information, and locating, retrieving and extracting the information.

Consequently the Community Health Council is not obliged under the Freedom of Information Act 2000 to respond to your request. However we are still happy to do so if you pay the fee

as set out in this notice. The charge has been calculated in accordance with Section 13 of the Freedom of Information Act 2000 and the Freedom of Information Fees Regulations.

I will be unable to continue processing your request until the fee is paid. If you wish me to continue dealing with your request you should pay the fee requested within 3 calendar months by [date].

If I do not receive the payment fee by this date I shall take it that you do not wish to pursue this request and will consider the request closed.

If you narrow the scope of your request the Community Health Council may be able to provide the information free of charge because it would cost less than the appropriate limit to do so. For instance if you [provide appropriate advice and assistance]. Any reformulated request I receive will be treated as a fresh FOI request.

If you have any queries or concerns about the fees notice, then please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write to [insert details] or e-mail [insert details]

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CHC complaints procedure. The Information Commissioner can be contacted at:

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Yours sincerely



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Ref FOI (8)

Date

Dear

FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST

[Before issuing the B. letter you must confirm with the second authority that they hold the information requested and that they are happy for you to transfer the request. If that authority is likely to issue a 'neither confirm nor deny' response you will need to consider whether it is appropriate to transfer or to issue a 'neither confirm nor deny' response, or simply a 'not held'.]

I refer to your request under the Freedom of Information Act for information about [\[subject\]](#).

I can confirm that the Community Health Council does not hold the information falling within the description specified in your request.

Having reviewed your request for information, we have identified that, due to the nature of the information that you are seeking, your request may be more appropriately addressed to [\[name of public authority\]](#).

A. [I suggest that you re-direct your request to that authority. Contact details are as follows:]

OR

B. [Consequently we propose to transfer your request to that organisation. However before we transfer your request we request your permission to notify the recipient organisation of your name and contact details.

If you agree to this please sign and return the declaration below.

If I do not hear from you within 3 months I shall take it that you do not wish to pursue this request and will consider the request closed.

If you prefer to pursue the matter direct with [name of public authority], contact details are as follows:]

If you have any queries or concerns about this letter then please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write to [insert details] or e-mail [insert details]

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the CHC complaints procedure. The Information Commissioner can be contacted at:

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Yours sincerely