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Our Ref RQST6273035

6 September 2017

Mr Kane

By email only: request-418483-7ca42ce4@whatdotheyknow.com

Dear Mr Kane

REQUEST FOR REVIEW UNDER THE ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004 ("EIRS")

I refer to your recent email which was received by Glasgow City Council (the "Council") on 9 August 2017, which I am treating as a formal request for review of Glasgow City Council's (the "Council") response of 7 August 2017 (the "Initial Response") to your initial request for information received by the Council on 15 July 2017 (the "Initial Request").

Your Request

In your Initial Request you requested the following information:

"1. Waste and recycling schedules for all properties, organised by address and postcode. Please include day of the week and collection frequency (weekly, fortnightly etc) for each service type. I request that all data is provided in CSV format, ideally with separate columns for the different parts of the address. A link to a web service does not meet my requirements, though the source data for a web service may. Please include the UPRN for each property if held. This is now permitted by the AddressBase licence. See <https://www.ordnancesurvey.co.uk/about/news/2015/uprn-release-sharing-location-data.html> for details.

For an example of a suitable spreadsheet, see here: https://docs.google.com/spreadsheets/d/1wUaMuJXBvjg6tcZmMkx5HE0_Jc5llqRJ-sPjeThyaDg/edit?usp=sharing

Variants are acceptable if they contain the requested data. Separate spreadsheets for each waste or recycling type are also fine.

2. For collections that are not weekly, details of how to work out which week a collection will be. For example, if a "Week 1/week 2" system is used, then please provide an example of a date in week 1 and a date in week 2. For example "2nd January 2017 was in Recycling Week 1"

3. Details of all alterations to regular schedules for bank holidays etc. Please provide this for all future dates in 2017 and 2018. For example, see this spreadsheet:

https://docs.google.com/spreadsheets/d/16F8UQvcQlvOjCje_mA9vs5xHv6wRmjTk8drZTg0wJmg/edit?usp=sharing

4. *Details of any planned changes to these schedules.*”

The Decision

The Initial Response was sent to you on 7 August 2017. In the Initial Response the Council advised that it considered your request to fall under the EIRS, therefore exempt under the section 39(2) of the Freedom of Information (Scotland) Act 2002. The Council advised that under Regulation 8 of the EIRS the Council was entitled to charge £196.91.

The Review

In your request for review dated 9 August 2017, you advised that you did not believe that the fees have been correctly estimated. The data is searchable by address on the Council website, which means that it is in a database that can be easily queried. Exporting from the database should take minutes at most and all database systems are able to export as CSV. You could not see how an estimate of seven hours can be justified, but perhaps if more detail is provided you could refine the request to reduce the amount of work required.

The Review Decision

I have carried out a full and impartial review of the Initial Response provided to you and confirm that the Council is entitled to charge a fee in accordance with Regulation 8 of the EIRS. On review the fee has been recalculated as:

Staff time: Grade 6 £28.13 per hour @ 4.5 hours =£126.58

The fee for providing this information to you will be £126.58.

It is anticipated that it will take 4.5 hours to comply with your request, this is because the Council has 4 service types:

1. flat collection;
2. kerbside collection;
3. mixed collection; and
4. assisted collection

Query information from each service type requires to be added to a Business Objects reporting query and a report is generated from each query. Each report is run separately therefore it will take approximately 1.5 hours to run all reports.

The reports are then adapted and checked for accuracy, which takes 1.5 hours.

Additional information relating to calendars and calendar dates (which is not on the report) is then joined from a separate file. This will take approximately 1.5 hours.

The time taken excludes time taken to re-run reports (the larger reports can fail due to the system falling down).

Information can be released without calendar dates, which will reduce the time taken by 1.5 hours and calendar pdf's can be released separately.

Method of payment

Please send payment by cheque or postal order made payable to "Glasgow City Council", to LES Accounts Receivable, 3rd Floor, 220 High Street, Glasgow, G4 0QW. Please do not send cash through the post. **With all correspondence, please quote our reference EIR 6273035.**

For all other payment methods, please contact the Freedom of Information Team.

If we do not receive payment within 60 working days your request will be treated as withdrawn.

RIGHT OF APPEAL

I hope you are satisfied with this response. However, if you are not you have the right to make an application within six months of receipt of this letter for a decision by the Scottish Information Commissioner. The Scottish Information Commissioner can be contacted as follows:

Address: Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS.

Email: enquiries@itspublicknowledge.info

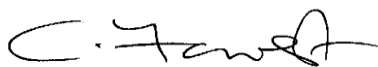
Telephone: 01334 464610

You can also use the Scottish Information Commissioner's online appeal service to make an application for a decision:

www.itspublicknowledge.info/appeal

Thereafter a decision by Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

Yours sincerely



CAROLE FORREST
DIRECTOR OF GOVERNANCE AND SOLICITOR TO THE COUNCIL