

**ASHFIELD AND MANSFIELD  
LEGAL SERVICES**

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<b>Our Ref:</b>	2017/FOI/7060
<b>Your Ref:</b>	
<b>Date:</b>	24 July 2017

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Dear Mr Kane,

**REQUEST FOR INFORMATION  
Freedom of Information Act 2000**

I refer to your request REF No 2017/FOI/7060 received at the Council on 19 July 2017.

In answer to your request made under the Freedom Of Information Act 2000 I can confirm, in accordance with s.1 (1)(a), that the Council does hold the information you have requested. I have answered your questions in the same order as they appear on your request: -

**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. 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/1wUaMuJXBvj6tcZmMkx5HE0\\_Jc5llqRJ-sPjeThyaDg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1wUaMuJXBvj6tcZmMkx5HE0_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.**

Please see attached spreadsheet. You will note that the Council has not included the UPRN, the house numbers or Postcodes as the information is not recorded on the Waste and Recycling schedules.

Apply S12 -

Under s.1 (1) (a) of the FOIA I can confirm that the Council do not use UPRN or postcodes for the 51,000 households for waste and recycling schedules. In order to provide you with the information in the detail that you have requested would require the Council to check all the UPRN and postcodes for each address. We have provided all information we use for our domestic rounds.

The Council has undertaken a test exercise on to determine the length of time take to retrieve the information and this worked out an average time of 30 seconds per record. The Council therefore estimates that it will take an estimated time 1700 hours to provide the information requested. I set out my calculation below.

51,000 files x 30 seconds each = 25,500 minutes  
25,500 ÷ 60 = 425 hours

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for local government is set at £450. This represents the estimated cost of one person spending 2.5 working days in determining whether the department holds the information, locating, retrieving and extracting the information.

I estimate that it will take the Council in excess of 2.5 working days to determine appropriate material and extract the information in reference to your request. You may wish to refine your request by narrowing its scope by being more specific about what information you particularly wish to obtain.

Rather than refusing your request at this stage, I would like to explore with you how I may best assist you to request relevant information which the Council holds. Should you wish to discuss this matter or, if you have any queries relating to this letter please do not hesitate to contact me on telephone number 01623 457157, or by e-mail at [freedomofinformation@mansfield.gov.uk](mailto:freedomofinformation@mansfield.gov.uk).

Please note that the 20 working days will not recommence until the Council has received a reply to this letter and should the Council not receive a response to this letter before 16 August 2017, your request will be closed accordingly.

**2) For schedules that are not weekly, details of how to work out which week a collection will fall. 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".**

Please see attached calendar.

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

**[https://docs.google.com/spreadsheets/d/16F8UQvcQlvOjCje\\_mA9vs5xHv6wRmjTk8drZTg0wJmg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/16F8UQvcQlvOjCje_mA9vs5xHv6wRmjTk8drZTg0wJmg/edit?usp=sharing)**

Only Christmas bank holidays affect the service, schedules are revised nearer the time and according to the dates on which they fall, this year it will involve working both the previous and following Saturdays.

#### 4) Details of any planned changes to these schedules.

None

**Please also treat this as a request for re-use of the dataset under RPSI. Please can you grant permission for reuse, ideally under the Open Government Licence. My planned use is to transform the data into a standard format, and aggregate it with the data from other authorities. I will then release it under an open licence to enable the development of useful services to encourage recycling, such as chatbots and voice tools to find upcoming recycling days.**

The Council has no objection to you using the information provided.

You are free to use any information supplied to you for your own use, including non-commercial research purposes. However, any other type of re-use, for example, by publishing the information or issuing copies to the public will require the permission of the copyright owner.

Where the copyright is owned by Mansfield District Council, you must apply to the Council to re-use the information. Details of how you can make an application to re-use the information and the conditions on re-use can be found on our website at [www.mansfield.gov.uk](http://www.mansfield.gov.uk)

For information where the copyright is owned by another person or organisation, you must apply to the copyright owner to obtain their permission.

I trust that this response satisfies your request. If you have any queries please do not hesitate to contact us at [freedomofinformation@mansfield.gov.uk](mailto:freedomofinformation@mansfield.gov.uk) or by writing to Freedom of Information for Mansfield District Council, C/o Ashfield District Council, Urban Road, Kirkby-In-Ashfield, Nottingham NG17 8DA.

Should you wish to request the Council undertake an Internal review of your Freedom of Information reply, then please contact Jacqueline Collins, Director of Governance either by e-mail at [collinsj@mansfield.gov.uk](mailto:collinsj@mansfield.gov.uk) or by writing to Jacqueline Collins, Director of Governance, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH. Telephone 01623 463075.

If you are not satisfied with how your request has been dealt with then you should complain by writing to Mrs Hayley Barsby, Interim Chief Executive, Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire, NG19 7BH.

If you are still not satisfied with the outcome of your complaint then you have a right of appeal to the Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. [www.ico.org.uk](http://www.ico.org.uk), Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Or email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

Yours sincerely



Beth Brown

Principal Solicitor

Ashfield and Mansfield Shared Legal Service

