



# **CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

## ***Committee Report***

**Public**

**Date of Meeting:** 20<sup>th</sup> October 2005

**Title:** Freedom of Information – Nine Months On  
January to September 2005.

**Report of:** Acting Head of Strategic and Performance Services

**Report  
reference:** SP/20-05

**Summary:**

The report explores the experiences of Carlisle City Council related to the implementation of the Freedom of Information Act 2000, during the first nine months, January to September 2005.

**Recommendations:**

To consider and comment on the report as necessary.

**Contact Officer:** Fiona Musgrave

**Ext.:** 7258

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

## **1. BACKGROUND INFORMATION**

The Freedom of Information Act 2000 gives the public, statutory right to information held by public authorities, subject to a number of exemptions, which may be applied. It sets out the mechanism for obtaining information and details of when charges can be applied. In practice this means that as of 1 January 2005, anyone (private individuals or companies) has had a right to submit formal requests for information held by more than 100,000 public bodies including Carlisle City Council.

The Council must respond within 20 working days of receiving the request. The information must be provided to the applicant unless one of the statutory exemptions applies. There are no exemptions for embarrassment and the motive of the applicant is irrelevant.

The Council has received 109 requests within the first nine months of the Act, which included some 470 separate questions or separate requests for pieces of information, which have taken approximately 370 hours to process. All requests were fulfilled within the required 20 working days timescale.

The majority of requests, some 88%, have resulted in the full disclosure of the information requested. The Council has, so far, received no complaints regarding how it has dealt with these requests, or about the information that has been released.

## **2. CONSULTATION**

NA

## **3. RECOMMENDATIONS**

To consider and comment on the report.

## Report to Corporate Resources Overview and Scrutiny

### Freedom of Information – 9 months on

#### **METADATA**

Audience	Carlisle City Council
Creator	Fiona Musgrave, Information Officer
Date Issued	August 2005
Description	Freedom of Information – the first nine months. Describing how The Council has coped with the first nine months of the Freedom of Information Act 2000 rights of access.
Disposal	After review + 1
Format	MS Word 97
Language	English
Publisher	Carlisle City Council <a href="http://www.carlisle.gov.uk">www.carlisle.gov.uk</a>
Status	Draft - Version 1.0
Subject.category	Information Management, Freedom of Information
Subject.keywords	Information Management
Title	SPS – FOI 9 months on

## Context

This report covers the first nine months (1 January to 30 September) of 2005 and explores the experiences of Carlisle City Council related to the implementation of the Freedom of Information (FOI) Act 2000.

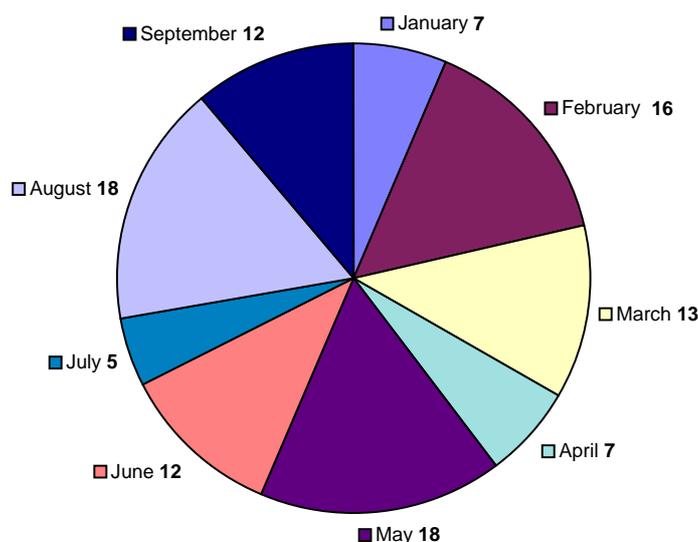
## The effects of the January 2005 floods

The floods on 8 January 2005, were devastating in their effect on the people and infrastructure of Carlisle, but have, so far, had very little impact on the ability of the Council to respond to requests. Two recent requests have requested information, which was held either in the basement or on the ground floor, but it was possible to get the information from another source.

More issues may arise around difficulties in locating information either lost or displaced during the flood. It will therefore be necessary to identify such information when The Council undertakes an Information Audit later this year.

Prior to the flood, the Council received just one request and this was dealt with adequately. The requests received during the rest of January were also dealt with within the 20 working days deadline, although all applicants were contacted to be told the effects of the floods and to warn of the possibility of a delay. All applicants were understanding and most were disbelieving of the fact that, in the circumstances, the Council would even want to comply with the request at all.

**Total number of requests received = 109**  
Number of requests received each month

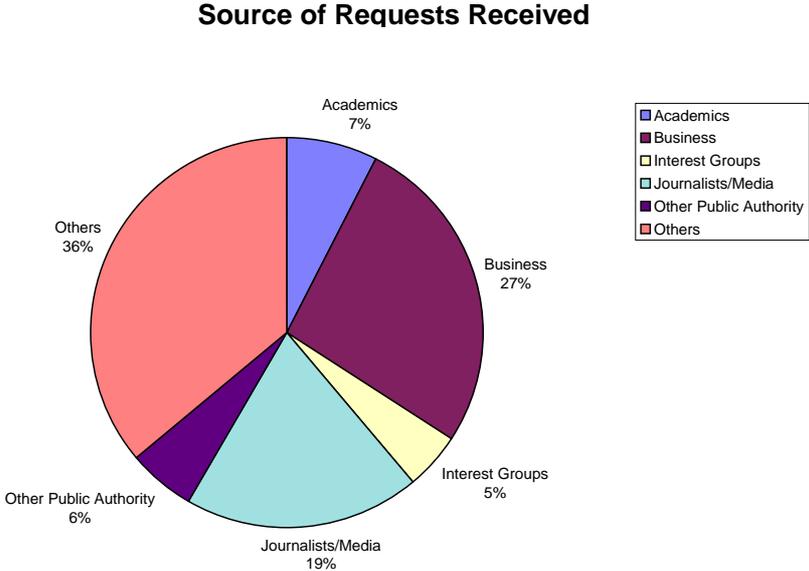


January 2005 was in fact quiet for requests, in comparison with other Councils within the County; this is possibly due to the floods. February saw an up turn in the number of requests, particularly from journalists and the media. The number of requests have now levelled out to an average of around 15 per month.

This number of requests does not include requests for information not dealt with under FOI, such as requests for standard information, leaflets, publication etc.

### Sources of Requests

The Council received a total of 109 requests in this period, and surprisingly members of the public have made the largest number of requests (36%). They were seeking information on a wide range of subjects. Examples include: details about the January floods; information about Council vehicles; health and safety reports about specific business premises; local conservation details; information about complaints and the structure of the Council. A particular point of interest during August and September has been the proposed developments by Carlisle Housing Association in Morton with a number of requests for information being received on this subject.



27 % of the requests have come from businesses, mostly seeking information about contracts and business opportunities. This has gradually increased over the period, as businesses have got to grips with the legislation.

For a lot of the period journalists and the media were the second largest group, but their requests have tailed off now. Journalists have been particularly interested in food inspections; copies of responses to freedom of information requests received; information about car parking policy and details of how the Council spends its money.

## Organisation and processes

Most senior managers within the Council are aware of FOI and most of these are positively supportive. Each Business Unit (BU) has a Knowledge Champion and a deputy; these officers are 'experts' and are responsible for FOI requests for their BU. A list of the Knowledge Champions has been included in [Appendix A](#). They have had limited training, but they are supported by the Information Officer and the Legal Services Manager. In the main staff know who their Knowledge Champion is, and would know what to do if they received a request for information.

The Council has developed processes for dealing with FOI requests, and the process map for requests is attached in [Appendix B](#). The processes are working well and the Council is meeting timescales. This has sometimes required significant effort, particularly for those requests, which have required consultation with 3<sup>rd</sup> parties, or the application of the Public Interest Test<sup>1</sup>.

The Information Officer has developed an Access Database, to monitor and record all FOI requests. The system has limited reporting facilities, but the statistics produced for this report have come directly from the system. The system provides a weekly report for the Council's website, detailing the requests received since the 1st January 2005, showing full details of each request, along with the approximate number of hours spent furnishing each request. A copy of the report covering the period is attached in [Appendix C](#).<sup>2</sup>

This system will be invaluable when it comes to fulfilling the Department of Constitutional Affairs (DCA) reporting requirements, which are extremely onerous, and it is likely that without good reporting tools the costs of producing the information could be disproportionate to the value the Council is likely to recoup.

In the nine months covered by this report, approximately 370 hours has been spent servicing requests, this does not include the Information Officer's time developing the database, or administering other areas of the legislation.

## Information Sources

With more difficult requests, it has been necessary for the Knowledge Champions to consult the Information Officer and the Legal Services Manager.

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<sup>1</sup> where a public authority, having identified a possible exemption, must consider whether there is a greater public interest in confirming or denying the existence of the information requested and providing the information to the applicant or in maintaining the exemption.

<sup>2</sup> Please note – one requests was outstanding at the time of writing the report, this was still within the timescale. It is expected that by the time the report is presented, it will have been closed.

The Information Officer has consulted legal advisers, the DCA and DEFRA, as well as the Information Commissioners Offices (ICO). Where the ICO was consulted it was felt that they did not offer advice on particular questions and would not expand on its published advice. This is in contrast to its approach in relation to the Data Protection Act 1998 (DPA). This is possibly due to the lack of real life examples of the Act and relevant case law. This has meant that when advice has been sought, it has been necessary to consult other sources of information.

There has been some invaluable information and guidance from the Local Government Association (LGA) and Improvement and Development Agency (I&DeA). A particularly useful resource has been other FOI officers in other Councils, who have offered a support network that has proved extremely helpful, for example, when looking for consistency in charging and use of exemptions.

## **Awareness and training**

Awareness of FOI is generally excellent across the Council; this has been achieved using a mix of methods other than formal training, such as the use of Staff Focus, Staff Bulletin, Management Briefing, as well as e-mails and posters.

All new starters receive training on both FOI and Data Protection (DP) within their first 6 months with the Council, and the Knowledge Champions have received additional training, which so far has proved sufficient. Specific Member training has been developed and first ran in July 2005, with other sessions planned for October and January.

Members are made aware of any requests from any journalists by e-mail from the Communications Unit to the leaders and the relevant portfolio holder, an e-mail is then sent detailing any response. This is so Members can be kept up-to-date with "hot" topics

## **Release of third party information**

During the first nine months of FOI, there has seldom been need to consult third parties about the release of their information, which is held by the Council, but which forms part of a response to a request received. This is with the exception of the Food Hygiene reports, which were requested by two separate sources. It was felt that as both applicants were from the media, it would be in the spirit of FOI to inform all food premises whose information was to be released. A letter was sent to each affected business, detailing the information that was to be released. Some proprietors did contact the Council, but in the main reaction was positive after reservations had been allayed. This proved to be effective as no complaints were received, despite a piece appearing in the local press.

The Council has received a number of letters from third parties, usually suppliers and businesses wanting all their information to be treated as confidential, sometimes asking the authority to sign and return a copy of the letter, in effect demanding that information they supply should never be released. Others had sent more appropriate letters, for example,

requesting consultation and giving contact details. The Council wrote back to each business to inform them of the process the Council would be following when dealing with requests, and to reassure them that where appropriate, they would be informed when the Council released information as part of a request for information.

## **Re-use of Information**

On 1 July 2005 the Re-use of Public Sector Information Regulations 2005 came into force. 'Re-use' means using the information for a purpose other than the purpose for which the information was originally produced. This could include a commercial purpose. The Regulations allow the Council to refuse requests for one or more of the following reasons:-

- the document contains information in which intellectual property rights are owned by a third party. An example would be architectural drawings which the Council has commissioned from an architect who retains the copyright
- the content of the document is exempt from disclosure under the Freedom of Information Act 2000
- the document falls outside the Council's statutory functions

The Regulations do not provide access to the information itself. Requests for access to information will be dealt with under the Freedom of Information Act, Data Protection Act, Environmental Information Regulations and numerous other information access provisions.

The Council has placed guidelines on the website to assist applicants to re-use its information. Licences will be issued to those who wish to re-use information, particularly where the information is to be used for commercial gain. A charging scheme is to be developed in line with current practice. The Council has not yet received a request for re-use.

## **Publication scheme**

One of the aims of the FOI Act is that public authorities should be clear and proactive about the information they make available to the public. Publication Schemes are intended to encourage organisations to make more information available and to develop a greater culture of openness.

The publication scheme must specify:

- The classes of information the Council publishes or intends to publish;
- The manner in which they will be published;
- Whether the information is available free of charge or on payment of a fee.

The Council developed and produced its Publication Scheme in 2003 in line with the requirements of the legislation. It has become apparent that the information contained in the current scheme is now out of date and insufficient for the needs of the Council. It will therefore be necessary in the near future to re-develop the scheme, adding details of the

information released so far, possibly making it interactive, and thereby producing a more intuitive document. The planned Information Audit will assist with this process.

### **Environmental Information Regulations**

The Environmental Information Regulations (EIR) establishes an access regime, which allows people to request environmental information from public authorities and those bodies carrying out a public function.

In effect the three pieces of information related legislation work together, the Environmental Information Regulations enabling access to environmental information, the Data Protection Act enabling access to personal information of which the applicant is the subject, and the Freedom of Information Act enabling access to all other information.

The late publication of some of the guidance, especially relating to the fees regulations and the revised EIRs, caused problems and concern for the Information Officer. The main focus of requests so far has been the FOI Act.

<b>Regime</b>	<b>Number of requests</b>
DP	4
EIR	34
FOI	70

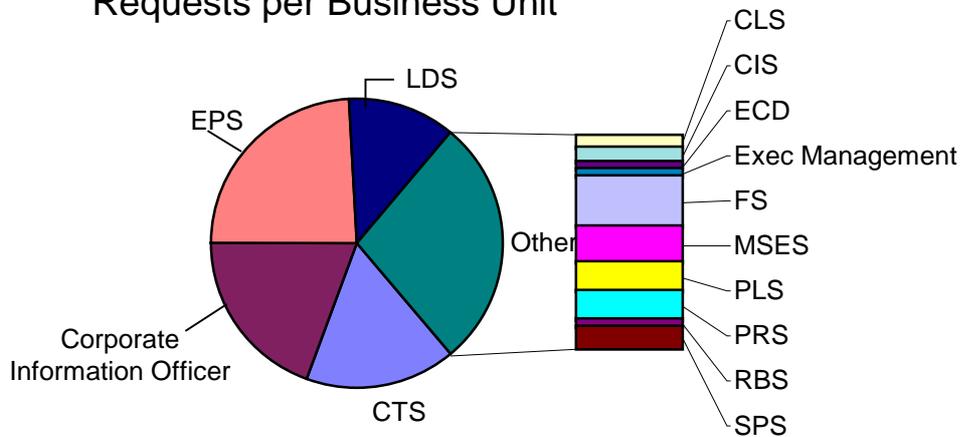
The public and other applicants seem to know and use the FOI legislation, but there have been very few requests to the Council, which have mentioned EIR. The Council has separated out EIR requests from FOI ones so that they can be reported separately, although they are handled in exactly the same way.

### **Any problems visible now or anticipated**

There is a need for on going training and awareness raising for staff to keep the issues at the forefront of the Council's Agenda. Member training is now on-going and so far seems to be well received.

Generally, processing of requests seems to be functioning well. All those involved in the process of servicing requests have worked hard to achieve the 20 working days deadline. Most requests have so far been received and dealt with by CTS and EPS, these being the units dealing with Food inspections and car parking, which seem to have been the hottest topics so far. The Information Officer and LDS have dealt with more requests in recent weeks, dealing with the requests about the Carlisle Housing Association proposed developments in the Morton area.

## Requests per Business Unit



The Council has received an increased number of requests in recent weeks, asking for information on the January floods, particularly the recovery work and the process of getting things 'back to normal'. These requests have mainly been received from students wanting to use the experiences of Carlisle as part of research for degree courses, both here in the UK and even as far a-field as Canada.

A practical issue highlighted early in the process was how to handle requests for 'please supply all e-mails relating to....' and 'please give me everything you have got on...' - the Information officer has gone to the applicant asking them to re-frame their request and so far this has worked well.

It is important that those staff that deal with requests are able to gain the confidence to undertake the more straightforward requests without having to involve the Information Officer. This will come with practice, and would be made easier with more prescriptive guidance from the ICO on issues such as the application of the Public Interest Test and how to use the exemptions. This would help when deciding which exemptions from a number of possibilities should be used particularly in relation to other enactments.

The Council has received a number of letters from businesses, who have contracts or merely dealings with The Council, these letters asked or 'demanded' that their information not be released in response to FOI requests. Although there is no requirement to do so, the Council sought to reassure these businesses without making any commitments.

The Information Officer has found it is difficult to monitor requests, and it has been arduous chasing around find out whether FOI requests have been properly identified and sent to the right place. This should be eased if the FOI tracking system or a workflow system can be rolled out to all Knowledge Champions, alternatively the system may be made more widely available on the Council's proposed Intranet.

## **Overall Conclusions**

The first nine months of implementation have gone well, with no serious problems, and the number and complexity of the requests were broadly in line with what had been expected.

The Council received **109** requests in total, which included some **470** separate questions or separate requests for pieces of information, which have taken approximately **370** hours to process. **All** requests were fulfilled within the required 20 working days timescale.

Some requests take a long time to attend to, particularly those which trigger subsequent requests. Where an applicant or applicants acting as a group, request information which takes The Council more than 18 hours to service, this can be seen as overly burdensome. In this case the Council can either ask the applicant to resubmit a request for less excessive information, refuse the request, or alternatively the Council can charge the applicant for the provision of the information. Letters that are sent to accompany provided information, now include a statement explaining this.

The majority of requests, some 88%, have resulted in the full disclosure of the information requested. The Council has, so far, received no complaints regarding how it has dealt with these requests, or about the information that has been released.

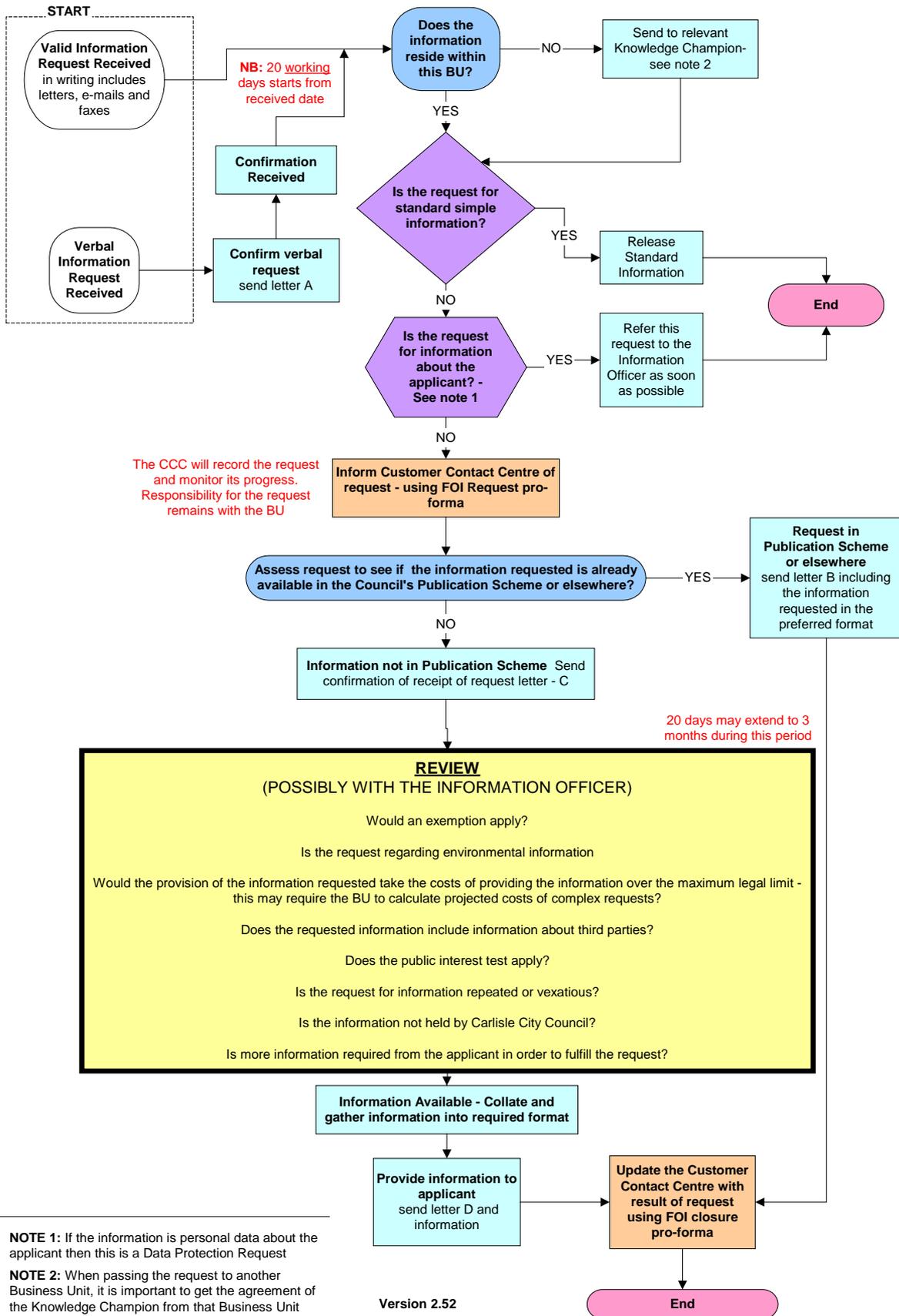
Despite a number of practical questions and issues being exposed, these are likely to be resolved as staff gain more experience and confidence through the handling more requests. Others are potentially longer-term problems that will require specific guidance and additional training.

## Appendix A – Knowledge Champions and Deputies

<b>Business Unit</b>	<b>Knowledge Champion</b>	<b>Deputy</b>
CIS	Penny Crack	VACANT
CLS	Heather Irving	Mark Beveridge
CTS	Malcolm Mark	Mike Battersby
ECD	Neil Griffiths	Catherine Elliot
EPS	Ruth Harland	Allan Dickson
Exec	Debbie Kavanagh	Jason Gooding
FS	Ian Beckett	Christine Hetherington
LDS	Mark Lambert	Clare Liddle
MSES	Beverly Graham	Eileen Reid
PrS	Raymond Simmons	Avril Forster
PS	Irene Maleney	Gini Shaw
R&B	Jill Chamberlin	Emma Younger
SPS	Jo Osborne	Susan Cooper

**Appendix B** – Process for Dealing with FOI Requests





## Appendix C

### Published details of Freedom of Information Requests 1st January 2005 to 30th September 2005

Date Received	Actual date completed	Approximate number of hours spent on furnishing request:	Brief Details Of Request	Full Details of Request
26/09/2005	27/09/2005	0.50	Flood information - rebuilding and how lives have changed	How are things today after the floods in January. What has changed in peoples lives, has all the damage been repaired.
23/09/2005	23/09/2005	0.50	Lease car information	How much does the city council spend on lease cars/company cars for (a) business unit heads or above and (b) all staff? And how much does the city council spend on public transport for managers and all staff?
22/09/2005	22/09/2005	2.00	details about houses of multiple occupancy (HMO)	<ol style="list-style-type: none"> <li>1. The precise numbers of properties registered as HMO's within Carlisle.</li> <li>2. The precise numbers of the HMO's that require planning permission / consent to operate as HMO's. (This you will be able to calculate by taking the answer of my questions 3 from the answer of question 1.</li> <li>3. The precise number of HMO properties that currently have planning consent to operate as an HMO.</li> </ol>
19/09/2005		5.00	CHA LSVT minutes, Careline agreement and advertising of transfer	<ol style="list-style-type: none"> <li>1. The public consultation exercise/document detailing the areas of open space to be transferred and the plans detailing the exact locations together with the Housing schemes to be disposed of to CHA under the LSVT of December 9th 2002. This document is mentioned in the CCC "Housing Consultative Group" minutes of 7/10/02 - HCG.50/02 progress report on the Councils transfer preparations</li> <li>2. A copy of the "final" report on the Careline service also mention in the above document.</li> <li>3. The details of the advertising of the proposed transfer/disposal of the HRA Amenity land/space as mentioned in CCC Decision Ref. OD.012/02 19/9/02 as directed by the Councils Corporate Officers</li> </ol>
19/09/2005	21/09/2005	3.00	maps and socio-economic information about the floods	Is there a document or map or any kind of information documenting the income levels or socio-economic characteristics of the districts of Carlisle? For example I am concentrating my study on Warwick Road and the surrounding areas as well as on Caldewgate and was wanting to compare income levels etc. Is there anyway that I could access this kind of information? Also are there any detailed maps of the Carlisle area that I could have copies of?
16/09/2005	22/09/2005	0.50	procurement contacts	<p>We would like to apply to go on to the Council's list of approved consultants and we would be grateful if you could provide the following information:</p> <p>Name Job title Email address of the person we should contact (it will probably be Head of Contracts, Head of Procurement or Head of Corporate Policy &amp; Performance).</p>

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
16/09/2005	09/10/2005	<b>2.00</b>	Number of parking spaces the council has. Any charges.	I would like to make an Information Request as to how many on street parking spaces the council has, how many off street parking spaces, and how many multi storey car park spaces. Please also advise of any charges.
16/09/2005	11/10/2005	<b>0.00</b>	Correspondence etc. regarding future of Willowholme Industrial Estate	Elements of Correspondence to date that have been produced between Local Authority Departments dealing with the future of Willowholme Industrial Estate
12/09/2005	07/10/2005	<b>9.00</b>	more CHA/CCC transfer information	<ol style="list-style-type: none"> <li>1. Key to the Wright Hassal plan of Morton</li> <li>2. Any information included in the contract that refers to "OPEN SPACES"</li> <li>3. minutes of meeting 28th October 2002 and 9th December 2002</li> <li>4. Letters to and from the ODPM mentioned in background information document</li> </ol>
09/09/2005	09/09/2005	<b>1.00</b>	experiences supporting residents in the wake of disaster	<p>At the end of July, South Birmingham was hit by a Tornado causing £50M of damage and making hundreds homeless</p> <p>We understand that you had an even bigger disaster when flooding hit the Carlisle area !</p> <p>In trying to organise and support local residents we thought that you might have some experiences that would be useful?</p> <p>We are particularly keen to speak to any residents run support groups that were set up after your disaster struck, can you help?</p>
09/09/2005	29/09/2005	<b>2.00</b>	Planning site visits made to a premises in Carlisle	Copy of the planning site visits made on a premises in Carlisle
06/09/2005	09/09/2005	<b>1.00</b>	Details of phone masts	Details of mobile phone masts in the Cumbria County Council area? How many and where? Details of planning applications put forward for mobile phone masts in the Cumbria County Council area (how many and where) and whether they have been approved, rejected, withdrawn etc.
24/08/2005	26/08/2005	<b>3.00</b>	CHA and CCC contract where playareas and public spaces are mentioned	CHA and CCC contract where playareas and public spaces are mentioned. Also the wording of the initial ballot of tenants



**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
23/08/2005	08/09/2005	<b>3.00</b>	Land charge profit / loss accounts, were they official/personal searches	<p>1) Details of the profit and loss account of your land charge over each of the last 3 years indicating the number of official (excluding LLC1 only searches) and personal searches</p> <p>2) A copy of all minutes, correspondence and other documentation relating to the "Cumbria Local Land Charge Officer Forum", which I understand your Land Charge staff attend as employees of the Council</p>
23/08/2005	13/09/2005	<b>2.00</b>	Details of flooding in January and future management plans	<p>? Background facts and statistics regarding the flooding event and its impact - e.g. numbers of people, businesses and homes affected, the estimated cost of damage, emergency services response etc.</p> <p>? Flood defence, policy and management in place in the Carlisle area prior to the floods - including the role of flood warning and flood communications. How successful were these defences and the flood warning system during this flooding event?</p> <p>? The role of flood communication in the Carlisle area - How those at risk had been advised and prepared for a flood incident e.g. flood awareness programmes/publications and encouraging people to sign up to the warning system.</p> <p>Response/recovery and future management -</p> <p>? What is being done now to prevent a flood event of this magnitude from reoccurring?</p> <p>? What policies are being implemented for the future? Are the council going to implement more 'soft management strategies' such as policies of preparedness and contingency plans or are there plans for more structural defence schemes such as flood walls. How are such schemes going to be funded?</p> <p>? Information regarding proposed flood plain storage to reduce water levels and land use changes due to the effects of the flooding event.</p> <p>? Your position regarding future development on the flood plain, e.g. the recent Toby Carvery development.</p> <p>? Information about the recovery effort - e.g. where have people been relocated and have certain areas now been deemed as too at risk for future habitation?</p> <p>? When are people likely to be back in there homes?</p> <p>? Information about which authorities, charities and organisations you have been working with throughout both the recovery effort and future policies.</p> <p>I would be most grateful for any information that could be provided. Do you know of any other useful information sources/organisations or persons that I could contact in regard to my research?</p>
22/08/2005	06/09/2005	<b>5.00</b>	Policies regarding job sharing and part time working	<ul style="list-style-type: none"> <li>· Details of Carlisle Councils Policy and Procedures on eligibility of posts for Part Time working and Job Share;</li> <li>· A list of posts that have been reviewed for past, present and future eligibility as Part Time or Job Share and details of how this was undertaken;</li> <li>· The date these positions were reviewed;</li> <li>· A list of Part Time and Job Share positions held within the Council, at Scale 6 and above, within the last 10 years, indicating the department and grade of post. Including any vacant positions and those being covered as maternity cover.</li> </ul>

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
22/08/2005	06/09/2005	<b>2.00</b>	Local disability offices, plus safety records for existing traffic calming	Name and Addresses of local disability offices. Plus the safety records for all the existing traffic calming humps constructed on all carriageways throughout Carlisle including Banks Lane, Cranbourne Road, Merith Avenue etc, plus the safety reports for pavements throughout Carlisle, including access for the disabled. IE Dropped kerbs inclusive of tactile surfaces that must be provided at all points where pedestrians cross a highway, parking areas etc.
19/08/2005	22/08/2005	<b>0.50</b>	Insurance and other details for Council vehicles - any insurance contracts	A. How many vehicles your organisation takes out insurance for, under the Road Traffic Act 1988 B. The date or dates of purchase or renewal of the insurance policies for those vehicles C. The name and contact details of the person within your organisation who is responsible for the procurement of that insurance D. The date or dates around which that person would be content to receive tenders for the purchase or renewal of that insurance
19/08/2005	13/09/2005	<b>5.00</b>	Number of traveller caravan households who have/have not paid Council tax	Figures for the number of traveller caravan households in the LA area on (i) authorised and (ii) unauthorised encampments that (a) have a record of having paid council tax and (b) the number which have not paid council tax.
16/08/2005	02/09/2005	<b>3.00</b>	A number of issues about the offer and contract between CHA and CCC	ODPM/CCC/CHA questions about contract and Electoral reform services
15/08/2005	16/09/2005	<b>1.00</b>	Food hygiene inspections of schools for the past 6 months	food hygiene inspections carried out at schools in the area Carlisle City Council covers in the last six months which have required; follow up inspections, have given cause for concern, have resulted in the premises closing or have required the proprietor to carry out certain improvements to reach the required standards during the last six months. I would like details of which premises this applies to and what specific action was required as stated above.
09/08/2005	09/08/2005	<b>1.00</b>	11 questions about credit card use in pay on foot carparks	11 questions about credit card use in pay on foot carparks
09/08/2005	23/08/2005	<b>3.00</b>	Child Protection Policy information	Does Carlisle have a child protection policy ? If so please could you e-mail it to me or send me a hard copy to the address below. If you have any child protection policy documents/statements for specific service areas e.g. Leisure and Housing, we would very much appreciate it if you could send them too.
04/08/2005	04/08/2005	<b>0.50</b>	Schools who failed health inspections in LEA since 2000	Details of any schools which have failed their health inspection reports in your Local Education Authority since 2000 - including the reasons why.
04/08/2005	16/08/2005	<b>3.00</b>	Information about Grants	
04/08/2005	26/08/2005	<b>2.00</b>	Information about CCTV tenders and contracts from 1999-2000	Information returned to us from Northumbria Police after a failed investigation. Also information about the applicants performance when working with/for CCC on the CCTV control room and the implementation of the systems

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

Date Received	Actual date completed	Approximate number of hours spent on furnishing request:	Brief Details Of Request	Full Details of Request
03/08/2005	30/08/2005	10.00	Details about bats from Tullie house biological data set	<p>"I wish to undertake private research and a comparative analysis of the distribution and density of bat species in South Cumbria. This will form the basis of a study I intend to make available to the public who may wish to create or enhance habitat for bat species.</p> <p>In order to do this I will require information from the public record constituting the biological data set at Tullie House Museum which I understand is in the ownership of Carlisle City Council.</p> <p>I understand this system is computerised using "recorder" software. My understanding of the system is that bat data can easily be split from other data and transferred via a digital file onto CD or floppy disc.</p> <p>A digital copy of the records would be preferable as they could be searched and re-mapped more efficiently.</p> <p>I would therefore make a formal request under EIR 2004 for the above information in a digital format from the public record.</p> <p>If the area of "south Cumbria" is too vague, I am happy to receive the entire Cumbria bat set, I can then split out the records that are applicable to my study."</p> <p>Thanks for your email, I shall try to be more precise.</p> <p>I wish to tie down the specific distribution of each species of bat to a general habitat type. Essentially I would be looking to establish the presence/ absence of each species of bat down to an area of about 200m. The name of the site would be beneficial although this would be moving into the realms of the data protection act hence a 6 figure grid reference would probably be the best way to go as it is not traceable to an individual.</p> <p>Any records should be confirmed rather than speculative. The age, sex and abundance of bats is not required at this stage nor is the method by which they were identified.</p> <p>The age of the records should go back as far as possible, so the distribution against habitat change can be studied. However only the year the record was made is sufficient for this.</p> <p>To summarise I would require The distribution of each confirmed species of bat in south Cumbria down to 200m or ideally a 6 figure grid reference The year the record was made going back as far as is possible. I will be running the data through GIS mapping software to better understand the changes hence the data would be best in a digital format.</p>

As and when I tie down specific study sites I may require more detailed information about abundance, age, sex etc

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
02/08/2005	09/08/2005	<b>1.00</b>	A copy of the 11 section Offer document from CHA/CCC	A copy of the 11 section Offer document from CHA/CCC from 2002.
02/08/2005	26/08/2005	<b>1.00</b>	Flood information	Assistance with flood information for a dissertation
28/07/2005	02/08/2005	<b>3.00</b>	Food inspection reports for "meet at millers" market cafe	Food inspection reports for meet at miller cafe in the market in Carlisle  inspection frequency  qualification of the inspectors who carried out the inspection
26/07/2005	10/08/2005	<b>1.00</b>	Copy of the CHA/CCC Offer Document to tenants	Copy of the CHA/CCC offer to tenants.
22/07/2005	15/08/2005	<b>10.00</b>	Minutes etc of meeting between CCC, and NWDA regarding Carlisle Airport	Minutes, memos or other records of communications of whatever kind between officers, executives or other individuals with any other party regarding Carlisle Airport during 27/4/05 and 28/5/05. More particularly minutes of the meeting held on 28/4/05 in CCC offices with the CE of the North West Development Agency regarding Carlisle Airport
21/07/2005	09/08/2005	<b>1.00</b>	Parking regulation information - Eden Council	Contact details of the parking attendant - number given  Payment arrangements and any bonus arrangements for traffic attendants  Guidance given to parking attendants
06/07/2005	21/07/2005	<b>2.00</b>	details of IT and telephony contracts	names for the suppliers and maintainers of your IT / data & telephony equipment and the contract values and renewal dates.  Also please provide contact details for your IT manager / procurement
29/06/2005	07/07/2005	<b>3.00</b>	Parking enforcement's not currently being done	which streets or sections of street, on-street parking or other areas in Carlisle which are intended to be designated disc zones or for permit holders only and which parking wardens would normally patrol but are not doing so currently? I know East Dale Street in Denton Holme is not being patrolled currently because the signage and parking bay markings on the road are not considered adequate. I want to know where else signs and road markings are considered so inadequate that wardens are not patrolling them, how they are inadequate, what work is planned to correct the problem, how long they have not been patrolled and when they are likely to be patrolled again. I would also like to know what standard signs and road markings have to be in before traffic wardens can authorise tickets.



**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
21/06/2005	22/06/2005	0.50	Details of zoo licences	a list of all premises in Carlisle, including names and addresses, which fall under the Zoo Licensing Act. I would also like to see a copy of the most recent inspection reports of these premises. In addition, I would like to request a list of the animals kept on each of these premises.
20/06/2005	24/06/2005	4.00	Information about disc zone schemes	1) All details of the Disc Zone scheme as introduced by your Council. (including relevant council minutes and Details of Road Traffic Act 1991 regarding Disc Zones.) 2) Details regarding the 'Grounds for Cancellation'. 3) Your interpretation to any references contained in "The Plain English Guide to Local Government"
15/06/2005	15/06/2005	0.50	Information about zoo licences	all premises with Zoo Licences in your constituency. We require the following information: - Name of establishment(s) - Details of Zoo Licence (full, 14(1)(a) or 14(2) dispensation, 14(1)(b) exemption) - Renewal date of Zoo Licence - Date of last inspection (Please also indicate any premises that are in application / pending or closed, or if there are no Zoo Licences in your constituency) In addition, we request that a copy of the most recent stock list for all establishments be sent to us by email or post (address below).
13/06/2005	16/06/2005	4.00	Contracts for waste management, street cleaning, recycling	details of contracts let by your authority for waste management/ recycling/ street cleaning and waste disposal .  What I am trying to get hold of is the name of the contract holder [even if 'in-house'], the duration of the contract, the start date and the annual value.  If you do not market-test, but operate in-house on a best value basis, could you indicate approximate annual spend on refuse collection, street cleansing and waste disposal.
08/06/2005	01/07/2005	2.00	Contract details - streetscene and highways and property/housing	1) What Term Contracts, Framework Agreements and Partnering arrangements the council has with the private sector, with regards to: a) 'Streetscene' and highways b) housing stock / property services  2) The services provided under the contracts, agreements and arrangements (both 'blue' and 'white collar')  3) The length of those contracts, agreements and arrangements

4) The value of those contracts, agreements and arrangements

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

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07/06/2005	13/06/2005	<b>3.00</b>	Details regarding Councillors who sit on the board of CHA	1)names of the Councillors who sit of the board of CHA 2) length of service/office of each 3) any remuneration each may have received for their services/expenses
06/06/2005	14/06/2005	<b>2.00</b>	development of land Morton Park - agreements, change of use, deeds	A copy of the agreement between CCC/CHA and ODPM about the development of the area of Morton park that includes the Primary leisure area.  Deeds of transfer relating to this land and any information relating to restrictions about change of use. Documents relating to building restrictions and conditions.
03/06/2005	22/06/2005	<b>4.00</b>	Details of a complaint made against the applicant and some staffing issues	The applicant requires access to documents relating to complaint made about them. And also enquires about is the person they think is complaining, works for or has ever worked for CCC.  The Information refers to a complaint about smoke and chimneys - may be covered by DP Act.
02/06/2005 CHA/Lovells development	14/06/2005	<b>2.00</b>	Morton Park development - Seatoller close - Seatoller Close and Hallins Crescent areas. Also a copy of	Agreement between CCC/CHA and ODPM regarding development of Morton Park, especially Barras Close, the same area. Also the information giving them rights to bulk on open or public land that CHA and Lovells believe they have in that same area.
01/06/2005	16/06/2005	<b>1.00</b>	The precise wording of the Council regulations under the road traffic act	The precise wording of the Council regulations under the road traffic act
31/05/2005 Cumb News offices	31/05/2005	<b>2.00</b>	The last food inspection carried out at canteen for (This was interpreted as Dalston Road offices of the	Last available report issued for the catering facilities for the offices on Dalton Road for the Times and Star. Cumberland News)
31/05/2005	07/06/2005	<b>2.00</b>	reports which set out the impact of LSVT to remaining Council Services	My Council is on the LSVT programme for 2005 and is about to review services which will transfer to the proposed RSL/remain with the Council. As the two orgs. are of a similar size (we have around 7,500 homes) I would like, if possible, to receive any reports which set out the impact of the LSVT on the remaining Council services and the structures that were put in place post-transfer.
24/05/2005	01/06/2005	<b>8.00</b>	Details about glass doors in public places, any inspections	Details about glass doors at Tesco, the Viaduct, Carlisle. Details about: a) the regulations applying to glass doors in public buildings b) the status of the particular doors in relation to the standards c) the body that inspect glass doors d) the frequency of inspection of the doors e) the date of the last inspection f) the report from the last inspection
23/05/2005	13/06/2005	<b>3.00</b>	Why was a decision taken not to have series of concerts - Northern Sinfonia	Why the decision was taken not to have a series of concerts by Northern Sinfonia in Carlisle in 2005/2006. Would like a copy of the record of that decision.

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
19/05/2005	24/05/2005	1.00	Details of the entries on Cooling Towers Register	Cooling towers register information on entries
18/05/2005	19/05/2005	2.00	Register of Cooling towers	list of registered owners of Evaporative Cooling Towers in your area as required under the Notification of Cooling Towers and Evaporative Condenser Regulations 1992.
17/05/2005	26/05/2005	2.00	Information about abandoned vehicles and unlicensed vehicles disposal	A questionnaire containing 13 questions about service provision and the collection/disposal of abandoned and unlicensed vehicles. Contract and costs and revenue information all requested too.
16/05/2005	19/05/2005	4.00	Litter information about the A6071	south of Gretna, appalled by the litter on the road and verges between the Sark Bridge and Longtown ( A 6071).  What procedure do you have in place for dealing with litter?  Do you have to comply with any legislation?  Are you taking any measures to prosecute those who drop the litter?
16/05/2005	23/05/2005	3.00	Details of Buildings maintenance staff	1) Estates/Facilities Officers & Departments (names, job titles, mailing address.) 2) Maintenance Officers/Departments (property, not transport or highways) (names, job titles, mailing address). 3) Energy Managers (Name, Job title, mailing address). 4) Architects (name, job title, mailing address).
13/05/2005	26/05/2005	1.00	HR and Payroll providers	Your Payroll Provider: Your HR Provider: Number of Employees Payroll is provided for: Number of Employees HR is provided for: Renewal Date for Payroll Contract: Renewal Date for HR Contract: Value of Contact Payroll Contract: Value of HR Contract:
11/05/2005	23/05/2005	1.00	Hackney and Private Hire licences	i] The number of hackney carriage licences (pertaining to vehicles) ii] The number of hackney carriage drivers licensed. iii] The number of private hire licences (pertaining to vehicles) iv] The number of private hire driver licences (the actual number of licensed drivers). v] The number of private hire operators licences.
11/05/2005	27/05/2005	2.00	Charitable Collections Policy - for on street collections of DD and SO info	Copy of the Policy on Charitable Collections on the street - of Direct Debit and Standing order information, also minutes of the Council Meeting where the policy was adopted
10/05/2005	12/05/2005	1.00	Latest Food Hygiene report for David's Restaurant in Carlisle	Latest Food Hygiene report for David's Restaurant in Carlisle

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

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10/05/2005	12/05/2005	<b>1.00</b>	Latest Food Hygiene report for No. 10 Restaurant in Carlisle	Latest Food Hygiene report for No. 10 Restaurant in Carlisle
10/05/2005	12/05/2005	<b>1.00</b>	Latest Food Hygiene report for Fantails Restaurant in Wetheral	Latest Food Hygiene report for Fantails Restaurant in Wetheral
10/05/2005	12/05/2005	<b>1.00</b>	Latest Food Hygiene report for Crown Hotel in Wetheral	Latest Food Hygiene report for Crown Hotel in Wetheral
10/05/2005	25/05/2005	<b>10.00</b>	Food hygiene inspections for six months to 31st March 2005	information about food hygiene inspections carried out at premises in Carlisle which needed; follow up inspections, have resulted in the premises closing, have given cause for concern or have required the owner to carry out certain improvements to reach acceptable standards in the last six months. I would like details of which premises this applies to and what specific action was required as stated above.
10/05/2005	26/05/2005	<b>6.00</b>	Breakdown of top 10 parking hotspots etc	a breakdown of the top 10 hotspots where parking tickets are most frequently issued in Carlisle for both on street parking and off street parking (car parks and residents only areas). I would like to find out what street, the number of tickets issued over the past year and how much money was generated for those tickets. I would also like to discover how many tickets were written off and
25/04/2005	12/05/2005	<b>1.00</b>	Negotiations for the lease of a Council owned premise	Details of the negotiations between the Council and their letting agents in regard the letting and offers of lease for "the Old Town Hall Gift shop, Green Market - Carlisle.
21/04/2005	27/04/2005	<b>4.00</b>	Pension agreements between CCC and Haughey Airports Ltd	Documented agreements between CCC and Haughey Airports Ltd in relation to pension arrangements and redundancy on the grounds of ill health. Any pension calculations detailing entitlement that could be obtained.
13/04/2005	11/05/2005	<b>5.00</b>	Information about Kingmoor Park Properties	Information regarding Kingmoor properties
08/04/2005	22/04/2005	<b>2.00</b>	Communications and records about land charges with various parties	Land charges - all communications and records detailing all contact we had regarding proposed restrictions on personal searches with the following:- 1. NLIS 2. The Local Government Information House 3. The improvement and Development Agency 4. Jan Boothroyd 5. NALLCO
06/04/2005	12/04/2005	<b>0.25</b>	Information about Halladale Howarth and an incident in the market hall	1. The address of Halladale Howarth (HH) Limited, who leased the Market Hall from the Council but no longer do so. 2. Whether a particular alleged incident had been reported by Halladale Howarth 3. And dates as to when accident reports were completed after the particular alleged incident - and whether this was within the 10 days required, and if so whether the Council will be prosecuting HH.

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

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01/04/2005	12/04/2005	<b>1.00</b>	Details of Carlisle City Council Housing Stock	The number of Properties held and reasonably described as Housing Stock.  A list showing which properties are houses, flats, maisonettes etc.
01/04/2005	13/04/2005	<b>0.50</b>	Copy of Health and Safety Policy	Copy of Health and Safety Policy
25/03/2005	05/04/2005	<b>3.50</b>	Details about Rickerby Conservation Area	Details of numbers of those for and those against Rickerby becoming a Conservation area.
24/03/2005	19/04/2005	<b>6.00</b>	Research into disability symbol scheme	<ol style="list-style-type: none"> <li>1. Copy of the Council's completed disability symbol user agreement (SU1JCP) and any other agreements signed or submitted in relation to becoming a disability symbol user.</li> <li>2. Copies of all documents in which the Council has provided staff with either information about the disability symbol scheme or the council's operation of the scheme. This might include, for example, articles in staff newsletters, booklets, reports, leaflets, memos, standard letters, induction packs, training information and so on.</li> <li>3. Copies of any documents which refer to the Council having provided or planning to provide staff with information about the disability symbol scheme of the councils operation of the scheme. This might include for example minutes of meetings with staff or agenda for meetings with staff.</li> <li>4. Copies of all the Disability Symbol User Review Stencils (SU2JCPs) filled in since the council joined the scheme.</li> <li>5. Copies of any reviews carried out by the council under the scheme commitment five, from the time the council joined the scheme to the present; and copies of any other audits or other reports relating to the council's operation of the scheme.</li> <li>6. Copies of any non-standard information (I.e. not for instance booklets and leaflets) that the Jobcentre plus has provided the council with in relation to it being a disability symbol user.</li> <li>7. Any other documents in the Council's possession that refer to the disability scheme, and which are covered by the FoIA.</li> <li>8 The name and contact details for the JobcentrePlus person that works with the council on the disability scheme.</li> </ol>
21/03/2005	30/03/2005	<b>2.50</b>	The valuation of the Fusehill Street Community Garden	The requester requires the details of the valuation the Council received for the Fusehill St Community Garden. (Not the price the Council is asking from the developer, or the price at which it may be sold).
15/03/2005	06/04/2005	<b>0.50</b>	FOI contacts for each Business Unit	Details of each units FOI contact
14/03/2005	21/03/2005	<b>1.50</b>	Further details about the Market Hall, Carlisle.	<p>On what date was the Market Hall leased to Halladale Howarth Ltd?</p> <p>Is there any evidence that it was certified safe to lease to Halladale before the lease was signed?</p> <p>Was the Market Hall never inspected for safety during the time Halladale Howard Ltd leased the Hall until 9 December 2004?</p>

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

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14/03/2005	29/03/2005	6.00	Various questions asked of Cllr Firth regarding NWRA	<p>1. Were you present at any Council meeting when any annual payment to the NWRA, otherwise known as voluntary subscription, was agreed? If so, would you indicate the dates of the meetings?</p> <p>2. Have you ever voted to accept the annual voluntary subscription to the NWRA, and if so, what were the dates of the meetings when the votes took place?</p> <p>3. Would you confirm that at all times the Members' Interest book had up to date details of your membership of the NWRA? If not, can you advise when and where the breaches were noted and the date they were corrected?</p> <p>4. Have you indicated, in the Members' Interest Book or in any other way, that at any time you had (or have) a pecuniary or prejudicial interest in the NWRA?</p> <p>5. Were you ever advised by the Monitoring Officer, or any other official or officer of your Local Authority, that membership of the NWRA - an unincorporated association whose members are jointly and severally liable, may have personal financial consequences, and that it would be prudent for you to take independent legal advice?</p> <p>6. Were you aware that as the NWRA is an unincorporated association, the liability for the contractual pensions and redundancy costs of permanent staff of the Assembly lies with the Members?</p>
14/03/2005	30/03/2005	6.00	Various questions asked of Cllr Mitchelson regarding NWRA	<p>1. Were you present at any Council meeting when any annual payment to the NWRA, otherwise known as voluntary subscription, was agreed? If so, would you indicate the dates of the meetings?</p> <p>2. Have you ever voted to accept the annual voluntary subscription to the NWRA, and if so, what were the dates of the meetings when the votes took place?</p> <p>3. Would you confirm that at all times the Members' Interest book had up to date details of your membership of the NWRA? If not, can you advise when and where the breaches were noted and the date they were corrected?</p> <p>4. Have you indicated, in the Members' Interest Book or in any other way, that at any time you had (or have) a pecuniary or prejudicial interest in the NWRA?</p> <p>5. Were you ever advised by the Monitoring Officer, or any other official or officer of your Local Authority, that membership of the NWRA - an unincorporated association whose members are jointly and severally liable, may have personal financial consequences, and that it would be prudent for you to take independent legal advice?</p>

6. Were you aware that as the NWRA is an unincorporated association, the liability for the contractual pensions and redundancy costs of permanent staff of the Assembly lies with the Members?

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

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11/03/2005	24/03/2005	<b>16.00</b>	Details of FOI requests received.	<p>1) The number of requests that you have received to date. In order for the results to be comparable like for like, please indicate if you are recording requests by number of communications received or total number of questions within the communications. If possible, please include both the number of communications and the number of questions.</p> <p>2) Under what regime requests have been answered. i.e. Freedom of Information, Data Protection, Environmental Information Regulations.</p> <p>3) How many man hours have been spent responding to requests?</p>
10/03/2005	07/04/2005	<b>10.00</b>	IT training budgets and IT staff structures	<p>the publications of the budget accounts for IT training for the Carlisle City Council, and also the structure of your IT department (i.e. names and titles of all staff) if this is possible.</p> <p>budget information, regarding technical training of IT staff, budget that was spent last year and what we have budgeted for this year. You also requested the structure of our IT department (i.e. names and titles of all staff).</p>
04/03/2005	29/03/2005	<b>2.00</b>	Missing statistics for noise monitoring from Eastern Way.	Noise monitoring from Cavaghan and Gray Factory. Requester claims part information only has been provided. Requests the "missing" statistics along with complete data from 26th March 2004.
03/03/2005	03/03/2005	<b>5.00</b>	Details of monkey licences	<p>1. How many DWA Licenses are currently active in your area -</p> <p>&gt; 2. How many of those licenses are for monkeys -</p> <p>&gt; 3. What types of monkeys are those licenses held for, and if any, how many monkeys are covered by the licenses</p> <p>&gt; 4. I would also appreciate if you could send to me a copy of the application for a DWA, and any information relating to the license that you may send to potential exotic pet owners.</p> <p>&gt; 5. If possible, it would be good to have a breakdown of the number of licenses that have been issued each year for the past five years</p> <p>how many registered primate breeders are there in your area? -</p>
02/03/2005	30/03/2005	<b>5.00</b>	Published Accounts - 2001-2004	published accounts, either electronically or paper form for the years 2001/02;2002/03 and 2003/04
01/03/2005	07/03/2005	<b>1.50</b>	Planning referral about requester (may be DP issue)	Full access of any referral regarding information regarding the applicant
28/02/2005	09/03/2005	<b>2.50</b>	Communications audit, communication strategy, use of PR, in-house Comms team	<p>Information regarding whether we have ever carried out a comms. audit to evaluate effectiveness either externally or internally. If we have developed a comms strategy to guide activity and copies of both audit and strategy</p> <p>Have we ever used external PR company to support in-house team? And in what capacity. Information on size and structure of in-house team, and other data we feel is relevant.</p>

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
25/02/2005	09/03/2005	<b>15.00</b>	response and information given in response to FOI requests so far	All responses and information we have given out to requests made under the Freedom of Information Act since it was introduced last month
22/02/2005	08/03/2005	<b>8.00</b>	Training budget, number of employees, trainers, TNA	<ol style="list-style-type: none"> <li>1. Total number of council employees</li> <li>2. Number of employees per section or department</li> <li>3. Total training budget for the financial year beginning April 05</li> <li>4. Training budget per section or department</li> <li>5. How are training needs identified?</li> <li>6. What training needs have been identified for the financial year beginning April 05? (please be as specific as possible).</li> <li>7. Who will provide the training? (e.g. in-house, external agencies, other source)</li> <li>8. Who is responsible for organising/requesting training? (e.g. individual employees, department/section head, personnel department, other).</li> </ol>
22/02/2005	09/03/2005	<b>12.00</b>	Monies spent - 2004 - by CCC on hosting hospitality events	<p>The amount of money spent by Carlisle City Council on hosting hospitality events during 2004 and what these events were.</p> <p>After speaking to the requester this has been honed to be, the first 3 quarters of 2004 - i.e. 1st April-31st December 2004, and the hospitality events are those which include -                      Mayoral Functions                      Civic Suite Functions                      Leader/deputy leader functions/hostings                      Town Twinning events</p>
22/02/2005	11/03/2005	<b>15.00</b>	Summaries of food hygiene reports that gave rise to serious concern, 6mnths	Provide summaries of the reports of inspections into food premises where legal contraventions that gave rise to serious concerns on the part of environmental health officers, for the past six months.
21/02/2005		<b>2.00</b>	Food Hygiene reports	<p>Until now, local authorities have not been required to publish all information regarding environmental health inspections and hygiene status of local restaurants. Could you therefore provide me with all documents and information relating to inspections of restaurants in Carlisle in the last 12 months.</p> <p>All documents and information relating to inspections of restaurants and establishments serving food in the Carlisle area</p>
21/02/2005	07/03/2005	<b>3.00</b>	Statement of Accounts as at 31 March 2004	<p>Statement of Accounts as at 31 March 2004. This document is available on other local authority websites, but I have been unable to find it on yours.</p> <p>It would be a great help if you could send this by email in pdf format, but if this is not possible, please would you send it to me</p>
18/02/2005	21/02/2005	<b>10.00</b>	FOI requests	Exactly what requests for information have been made to the Council - what questions have been put before the city council under FOI

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
15/02/2005	17/02/2005	<b>0.50</b>	Flood details from the Eldred Street area	Information regarding the flooding in Eldred St on the 8th January 2005.  Any information regarding the time when the flooding began in Eldred St, at what time and place within Eldred St Carlisle.
15/02/2005	21/02/2005	<b>1.50</b>	List of subcontractors and consultants	The company details (name & telephone number) of contractors, subcontractors, consultants, and suppliers that work for the Council on new build, refurbishment & maintenance contracts in the following areas:  REGENERATION HIGHWAYS/CIVILS EDUCATION HEALTH LEISURE COMMUNITY  And any other construction related Departments.
14/02/2005	14/02/2005	<b>1.00</b>	personnel / structures of departments where legal staff work within Council	information relating to personnel / structures of departments where legal staff and/or solicitors, paralegals, legal executives or legal officers work within the council.  Department structure charts for all legal teams including teams such as neighbour nuisance, social services, litigation, education, licensing, chief executives, planning, land and property, community where legal staff are utilised within the council. Structure charts highlighting hierarchies, contact names and their relevant position / job title and department affiliated to.  Due to the multi agency projects running within the council their may be certain departments that we are not ware of / have not listed that have such staff within them so any further information / charts / contact names etc. relating to these
14/02/2005	21/02/2005	<b>2.00</b>	Food hygiene reports for Big Luke's in Carlisle	Food hygiene reports for Big Luke's in Carlisle and any correspondence, including e-mails, within the council regarding Big Luke's.  were any concerns raised internally within the council's food hygiene department before, or indeed after, the premises closed.
14/02/2005	11/03/2005	<b>20.00</b>	Food hygiene reports - Carlisle premises - 4 mths	Any food hygiene reports carried out at Carlisle premises which have either required a follow-up inspection, have given cause for concern, have resulted in the premises closing or have required the proprietor to carry out certain improvements to reach the required standard over the past four months.

In September 2003 the council awarded the contract for the provision of nine refuse vehicles on contract hire. Information required regarding the evaluation process, the successful contractors proposals for supplying the service and the contract price agreed.

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
09/02/2005	22/02/2005	<b>2.50</b>	Car park machine information, complaints etc	Information about the Upper Viaduct car park ticket machine, complaints about incorrect value tickets being issued. Also information about whether it is possible to tally up the coinage received and the value of the tickets issued - to prove (using the excess) if there was a problem.
02/02/2005	16/02/2005	<b>6.00</b>	Information about contracts with Group 4 Securicor	<p>Summary of relations between CCC and Group 4 Securicor. Details of any contracts, value of the contract and the names and responsibilities of those tasked on the Councils side with overseeing them.</p> <p>Documentary evidence of the tendering process that led to these contracts being secured.</p> <p>Any correspondence between Carlisle City Council Officers or Councillors and staff/management of Group4 Securicor in the past 12 months.</p>
31/01/2005	08/02/2005	<b>2.00</b>	Dates of inspections of market Hall	Details of inspections of market hall
27/01/2005	02/02/2005	<b>1.00</b>	Parish Council of Rockcliffe Freemasons	Confirmation that we required the Clerk to Parish Council of Rockcliffe to provide the names of any members of the Parish Council who are Freemasons. And copies of any replies received.
21/01/2005	26/01/2005	<b>2.00</b>	Consultants report of the three rivers	A copy of the consultants report on the 3 rivers
14/01/2005	02/02/2005	<b>2.00</b>	Car park attendants contracts; guidelines	<p>Any written guidelines on performance-related bonuses/rewards for parking attendants in Carlisle and a standard contract that binds an attendant.</p> <p>Any written guidelines related to parking ticket appeals. Information on how many appeals against tickets are received over a 12-month period and how many appeals are successful.</p>
12/01/2005	28/01/2005	<b>2.50</b>	NWRA - donations, councillor involvement	<p>1.The total amount of monies donated by your Council in support of the North West Regional Assembly based in Wigan since it was set up in 1997?</p> <p>2.How many CCC councillors work for the NWRA? And, who is responsible for the payment of their salaries? And what political party are they affiliated to?</p> <p>3.What has been the total cost of payments to the NWRA Office in Brussels that was opened to much fanfare by Neil Kinnock about two years ago?</p>

**Published details of Freedom of Information Requests  
1st January 2005 to 30th September 2005**

<b>Date Received</b>	<b>Actual date completed</b>	<b>Approximate number of hours spent on furnishing request:</b>	<b>Brief Details Of Request</b>	<b>Full Details of Request</b>
10/01/2005	02/02/2005	<b>4.50</b>	All Vehicle Details - owned by council	<p>Full details of all vehicles currently owned or operated by, or on behalf of, the Council (excluding cars privately owned by members of staff).</p> <p>For each vehicle :</p> <ol style="list-style-type: none"> <li>1. Fleet number allocated (if any)</li> <li>2. Registration mark</li> <li>3. Vehicle Make and Model</li> <li>4. Chassis number or VIN</li> <li>5. Date acquired by the Council</li> <li>6. Date new (if acquired second-hand)</li> <li>7. Whether the vehicle is owned outright, Leased, or Hired (etc.)</li> </ol> <p>In the case of commercial vehicles:</p> <ol style="list-style-type: none"> <li>8. Type of body (e.g. drop-side tipper, gully emptier, mobile library, etc.)</li> <li>9. Name of body builder or converter (if different from the chassis manufacturer)</li> <li>10. Manufacturer's body number (if any)</li> <li>11. Seating capacity, in the case of a passenger vehicle other than a car (e.g. minibus), and whether a wheelchair lift is fitted.</li> </ol> <p>Also supply similar information for any vehicles disposed of since 1st January 2004, and in those cases add:</p> <ol style="list-style-type: none"> <li>1. Date of disposal/sale</li> <li>2. To whom the vehicle was sold</li> <li>3. The sale proceeds.</li> </ol> <p>What historic records the Council holds regarding vehicles owned or operated before 2004, the year(s) for which records are available, and the form in which these vehicle details can be made available (e.g. e-mail attachments, faxed listings, photocopies, etc.).</p>
06/01/2005	20/01/2005	<b>2.50</b>	How will FOI requests be dealt with - software?	Documentation or information regarding the Councils plans to deal with Requests for Information and whether the Council has a software package that is used or are considering for the implementation of technologies for electronic document/records management system (EDRMS) and Workflow.