

17 December 2024

IC-346107-F3V1

## Request

On 22 November 2024 you requested:

“(1) a list of field headings in your system which logs First-Tier Tribunal and Upper Tribunal cases (as outlined in your response to the FOIA request ref. IC-330008-W2K0)

(2) the date/case ref. of the earliest FTT case and the earliest UT case logged in your system, after which all subsequent cases are logged.”

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

## Response

We hold information that falls within scope of your request.

In relation to point 1, the field headings currently used are listed below:

<b>FTT field headings</b>	<b>UT field headings</b>
EA ID	UT ref
ICE case reference	Received
Appellant	Month Received
Other party	Financial Year
Appealed by	Financial Qtr
Respondents	FTT ref
ICE Case officer	DN ref
Signatory	Case Name
Email case officer & Signatory	PTA
Appeal type	Date of PTA
Lawyer	FTT/UT

Paralegal	Issue
Case status	Section / Regulation
Progress Status	Disputed Information
Decision Notice issued date	CD/USB containing info (Closed/Open/Both) stored in CD case/ Physical Assets
Notice of appeal - received date	Type of Hearing
Legislation	I.C. Attended
Section(s)/ Regulation(s)	Counsel Name
Section(s)/Regulations Continued	Counsel Fees
Response Due Date	Response
Date electronic bundle completed	Hearing
Bundle migrated	Written Subs
Date sift completed	Decision
Date PA consult completed	Preserved for TNA?
Priority of case	Date of Decision
Hearing Date	Month of Appeal decision
Type of hearing	Month of Closure
I.C. attendance	Complex
Was counsel used?	High Profile
Counsel name	Remitted
Counsel chambers	Sol
Fees (£) inc VAT	Status
Work completed by counsel	Bundle saved to SharePoint, archived at Restore or No Bundle
Date of appeal decision	
Outcome	
Bundle saved to SharePoint	
Information held off system: CD/USB/Paper files?	
Preserved for TNA	
Other preservation details	
Brief description of DN/category of Info Requested	
Notes	
Website updates	
Created	
Modified	

Please note that these are the fields used at the time your request was made. In relation to the earlier request disclosure you have cited (IC-330008-W2K0), we were using an earlier version of the log, and the fields are listed below:

Information Tribunal Number  
ICO Case reference  
Appellant  
Other Party  
Appeal made by  
Decision Notice Date  
Outsourced to DAC Beachcrofts  
Date Sent to DAC Beachcrofts  
Month1  
Year1  
CD/USB containing info (closed/open/both) stored in CD case  
CR03 Reviewer  
Case Officer  
Signatory  
Solicitor  
Paralegal  
Notice of appeal  
Month2  
Year2  
Financial Year  
Financial Qtr  
Out of Time  
IC agree / disagree / neutral  
FTT agree / disagree / neutral  
OOT accepted/rejected by both or FTT  
Brief description of/ category of information requested  
Section(s)/ Regulation(s)  
FOIA/EIR  
Complexity Level  
High Profile?  
Status  
Date Received Whole Appeal Back Complete from Beachcrofts  
Month3  
Year3  
Name of Judge  
Heard by judge sitting alone?  
SUMMARY CIRCULATED TO 'INFORMATION TRIBUNAL DECISIONS'?  
Information Tribunal Decisions notified

Type of Hearing  
 I.C. Attendance  
 Counsel Name  
 Counsel Chambers  
 Fees  
 Counsel Response  
 Hearing  
 Written Subs  
 Date of appeal decision  
 Month of appeal decision  
 Month of Closure  
 Outcome  
 Outcome Notes  
 Case Summary  
 Bundle saved to SharePoint, archived at Restore or No Bundle?  
 Preserved for TNA?  
 Oral/ Paper Hearing  
 Quick Win/Straight to DN  
 Light Investigation  
 Standard Investigation  
 Website updated

A number of abbreviations and acronyms have been used in the above so definitions have been provided for your reference.

<b>Abbrev.</b>	<b>Definition</b>
CR03	Internal form
DN	Decision Notice
EA ID	Reference given to FTT cases
FOI/EIR	Freedom of Information/Environmental Information Regulations
FTT	First Tier Tribunal
I.C./IC	Information Commissioner
ICE	Case management system
OOT	Out of time
PA	Public Authority
PTA	Permission to appeal
Qtr	Quarter
Ref	Reference
Sol	Solicitor
TNA	The National Archives
UT	Upper Tribunal

Please also note that these logs are designed for internal use only, to assist with administration. Some of the fields are not applicable to all cases and some may only be used in specific circumstances.

In relation to point 2, based on the date that the appeal was received by the ICO, the following cases are the oldest ones recorded in the logs.

<b>Earliest FTT case logged</b>	<b>Earliest UT case logged</b>
EA/2007/0091	GIA/605/2010
Received 4 September 2007	Received 5 February 2010

This concludes our response to your request.

### **Next steps**

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint](#) through our website.

### **Your information**

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



Information Access Team  
Strategic Planning and Transformation  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
[ico.org.uk](http://ico.org.uk) [twitter.com/iconews](https://twitter.com/iconews)  
Please consider the environment before printing this email  
**For information about what we do with personal data see our [privacy notice](#)**