

## **Freedom of Information Act 2000 (FOIA)**

### **Decision notice**

**Date:** 7 August 2023

**Public Authority:** London Borough of Croydon  
**Address:** Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA

#### **Decision (including any steps ordered)**

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1. The complainant requested information from London Borough of Croydon (Council) about an index of all documents held which related to the children's service department.
2. The Commissioner's decision is that the Council breached section 10(1) of FOIA by failing to provide a valid response to the request within the statutory time frame of 20 working days. No steps are required.

#### **Request and response**

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3. On 27 May 2023, the complainant made the following request for information:  

"Please can you provide a full index inclusive with all categories (and versions of documents if applicable) of the names of all the documents you hold relevant to the children's services department."
4. The Council responded to the requested for clarification of the request on 30 May 2023.
5. On 31 May 2023, the complainant provided the following clarification;  

"I can confirm I am seeking solely the electronic 'saved as' names (not copies) of all documents you hold for the Children's Social Care department."

If necessary, I can clarify this further as I am referring to the Social Work department (Fostering, adoption, assessment, frontline social work teams etc)

This should cover template documents for Care Plans, guidance documents etc

Essentially like an inventory like a digital library whereby all the names of the books held by the library can be read.

Another local authority has supplied the information in the form of an intranet."

6. The Council responded to the request for information on 31 July 2023.

### **Reasons for decision**

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7. Section 1(1) of FOIA states that:

"Any person making a request for information to a public authority is entitled –

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him."

8. Section 10(1) of FOIA states that a public authority must respond to a request promptly and "not later than the twentieth working day following the date of receipt".
9. From the evidence provided to the Commissioner in this case, it is clear that the Council did not deal with the request for information in accordance with FOIA. The Commissioner finds that the Council has breached section 10(1) by failing to respond to the request within 20 working days.

## Right of appeal

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10. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)  
GRC & GRP Tribunals,  
PO Box 9300,  
LEICESTER,  
LE1 8DJ

Tel: 0203 936 8963

Fax: 0870 739 5836

Email: [grc@justice.gov.uk](mailto:grc@justice.gov.uk)

Website: [www.justice.gov.uk/tribunals/general-regulatory-chamber](http://www.justice.gov.uk/tribunals/general-regulatory-chamber)

11. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.
12. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

**Signed .....**

**Amie Murray**  
**Team Manager**  
**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**