

Freedom of Information Act 2000 (FOIA)

Decision notice

Date: 20 November 2023

Public Authority: Southend-On-Sea City Council
Address: Civic Centre
Southend-On-Sea
Essex
SS2 6ER

Decision (including any steps ordered)

1. The complainant requested information from Southend-On-Sea City Council. By the date of this notice the public authority had not issued a substantive response to this request.
2. The Commissioner's decision is that the public authority has breached section 10(1) of FOIA in that it failed to provide a valid response to the request within the statutory time frame of 20 working days.
3. The Commissioner requires the public authority to take the following step to ensure compliance with the legislation.
 - The public authority must provide a substantive response to the request in accordance with its obligations under FOIA.¹
4. The public authority must take this step within 35 calendar days of the date of this decision notice. Failure to comply may result in the Commissioner making written certification of this fact to the High Court pursuant to section 54 of FOIA and may be dealt with as a contempt of court.

¹ The Commissioner expects the public authority to take appropriate precautions to protect any personal data when disclosing information in a spreadsheet or similar format; [Information Commissioner's Office - Advisory note to public authorities | ICO](#)

Request and response

5. On 18 September 2023, the complainant wrote to the public authority and requested information in the following terms:
- "1) Please provide a redacted copy of one of your Running Sheets (or similarly named i.e. tracker sheets) used for Care Proceedings cases from the month of February 2023. This is the day to day log of what is happening in the case - (like a diary).
 - 2) Please see attached document named 'A1. NARS One Minute Guide', please provide a copy that is equivalent or similar for all areas for the Children's, Social Work, Early Help and Youth Support department.
 - 3) Copies of the information you hold relating to the reasons for the change of name from the 'Child Protection and Support Team' to "Family Support And Protection Team"
 - 4) The number of PP57 documents received by Children's Social Care from Essex Police in the year of 2022 and your policy (or similarly named) that is available to social work staff relating to assessing and responding to PP57 documents."

Reasons for decision

6. 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."
7. 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".
8. On 25 October 2023 the Commissioner wrote to the public authority, reminding it of its responsibilities and asking it to provide a substantive response to the complainant's request within 10 working days.

9. Despite this intervention the public authority has failed to respond to the complainant.
10. From the evidence provided to the Commissioner in this case, it is clear that the public authority did not deal with the request for information in accordance with FOIA. The Commissioner finds that the public authority has breached section 10(1) by failing to respond to the request within 20 working days and it is now required to respond to the request in accordance with FOIA.

Right of appeal

11. 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

Website: www.justice.gov.uk/tribunals/general-regulatory-chamber

12. 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.
13. 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

Roger Cawthorne
Team Manager
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Wycliffe House
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Wilmslow
Cheshire
SK9 5AF