

Freedom of Information Act 2000 (FOIA)

Decision notice

Date: 5 November 2024

Public Authority: Chief Constable Essex Police
Address: PO Box 2
Springfield
Chelmsford
Essex
CM2 6DA

Decision (including any steps ordered)

1. The complainant requested information from Chief Constable Essex Police (the public authority). 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 failed to complete its deliberations on the balance of the public interest within a reasonable time and has therefore breached section 17(3) of FOIA.
3. The Commissioner requires the public authority to take the following step to ensure compliance with the legislation.
 - Having confirmed whether or not information is held within the scope of the request: either disclose the requested information or, to the extent that information is to be withheld, issue a refusal notice in accordance with the requirements of section 17 of the FOIA.¹
4. The public authority must take this step within 30 calendar days of the date of this decision notice. Failure to comply may result in the

[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](#)]

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.

Request and response

5. On 29 July 2024, the complainant made the following request for information to the public authority:
 - “1. Please provide your equivalent or similar to the attached Intelligence Form to be used by Professionals (e.g. Doctors/Social Workers), outside of the Force. As examples, I have attached West Midlands’ form and Gloucestershire’s Form.
 2. Please provide the full name/title of the form used by Officers and staff when creating an intelligence report
 3. Please provide blank/template copy of the form used by Officers to make an intelligence report and if applicable, the name of the Team the form is submitted to for validation.
 4. Suffolk Police have informed me “The ANPR was updated around February 2024, which is when the Hotlist ceased.” Please advise if Essex Police is still using Hotlist and the E-form entitled ‘SFM003 – ANPR Hotlist vehicle nomination request’?
 5. The attached form titled ‘ACT and REA Reports on PNC’ from Suffolk Police is only used for officers to send their request to their FRB team to update the PNC. Please provide your equivalent or similar form and clarify what Team receives it once the form has been submitted by officers. I have also attached as an example ‘PNC30 Vehicle PNC/ANPR Act Report’ from Dyfed Powys.
 6. Please provide your form used when adding a Lost/Stolen Vehicle. As an example, I have attached the form used by Suffolk Police.”
6. On 27 August 2024, the public authority wrote to the complainant to explain that it held information relevant to the complainant’s request, but that it would need to extend the time taken to complete its public interest test considerations in respect of an exemption under section 31 of FOIA.

Reasons for decision

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. Section 17(3) of FOIA states that where a public authority is relying on a qualified exemption, it can have a "reasonable" extension of time to consider the public interest in maintaining the exemption or disclosing the information.

10. FOIA does not define how long a reasonable time is. The section 45 Code of Practice on request handling states that "it is best practice for an extension to be for no more than a further 20 working days".² This means that the total time spent responding to a request should not exceed 40 working days unless there are exceptional circumstances.

11. On 2 October 2024 the Commissioner wrote to the public authority, reminding it of its responsibilities and asking it to provide a substantive response to the complainant within 10 working days. To date, a substantive response has still not been provided.

12. In this case, the total time taken by the public authority has exceeded 40 working days. The Commissioner does not consider there to be any exceptional circumstances and finds that, by failing to complete its deliberations on the public interest within a reasonable time frame, the public authority has not complied with section 17(3).

2

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/744071/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf

13. The public authority is now required to finalise its public interest considerations under section 17(3) of FOIA and respond to the complainant.

Right of appeal

14. 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

15. 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.
16. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

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