

**Corporate Governance and Standards Committee**

**Thursday, 27 July 2017**

**Supplementary Information Sheet**

This page is intentionally left blank

## CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

27 JULY 2017

### SUPPLEMENTARY INFORMATION

The chairman will propose that Item 6 – External Audit Update be taken immediately after Item 3 – Minutes.

#### AGENDA ITEM 5 – FREEDOM OF INFORMATION COMPLIANCE UPDATE

##### Corrections:

- (1) In the Executive Summary (page 25), substitute the following in place of the second and third paragraphs:

“In 2017, to date, there have been:

- 357 Freedom of Information/Environmental Information requests, of which
- 320 were dealt with under the Freedom of Information Act 2000 (FOI), and
- 37 were dealt with under the Environmental Information Regulations 2004 (EIRs)

“As at 10 July, the Council’s performance rate for delivery of FOIs/EIRs stands at 92%. The Key Performance Indicator (KPI) of 90% set by the Corporate Management Team has therefore been exceeded”.

- (2) In paragraph 3.3 (page 26), substitute “337” in place of “336” in the third sentence, and substitute “92%” in place of “91.5%” in the fifth sentence.

- (3) In paragraph 4.1 (page 26), substitute the following in place of the second and third sentences:

“93% of these requests were answered within the 20 working day time scale, which makes it joint best performing directorate alongside Community Services”.

- (4) In the table in Figure 2 (page 27), the number of requests received in respect of Resources should read “135”, the number of requests answered in time should read “126”, and the percentage answered in time should read “93%”.

- (5) See corrected Appendices 1 and 2 to the report attached hereto.



**Appendix 1 - Requests received by service area, 01/01/17 – 10/07/17**

<b>Service Area</b>	<b>Total requests</b>	<b>Total answered in time</b>	<b>Percentage answered in time</b>
Asset Development	7	6	86%
Benefits	5	5	100%
Bereavement	2	2	100%
Business Improvements	1	1	100%
Business Rates	41	41	100%
Cleansing/Recycling	19	19	100%
Council Tax	11	10	91%
Customer Service	3	3	100%
Democratic	3	3	100%
Electoral	1	1	100%
Engineers	1	1	100%
ePayments	4	4	100%
Facilities Management	4	3	75%
Financial	10	9	90%
Fleet & Waste	3	2	67%
Health & Community	65	61	94%
Housing Advice	22	21	95%
HR	15	13	87%
ICT	22	20	91%
Investigations	1	1	100%
Legal	19	15	79%
Major Projects	3	2	67%
Neighbourhood & Housing Management	11	9	82%
Parking	17	14	82%
Parks & Countryside	14	13	93%
Payroll	2	2	100%
Planning	27	25	93%
Policy & Partnership	2	2	100%
PR & Marketing	2	1	50%
<b>TOTAL</b>	<b>337</b>	<b>309</b>	<b>92%</b>

**Appendix 2 – Bar chart of Requests received by Service Area**

