



Coventry City Council

UNCLASSIFIED

Mr [REDACTED]
Sent by email:

[REDACTED]

Streetscene and Greenspace

Martin Yardley
Executive Director
Floor 12, Civic Centre 4
Much Park Street
Coventry
CV1 2PY

www.coventry.gov.uk

Please contact Bernie Robinson
bernie.robinson@coventry.gov.uk

18 February 2015

Dear [REDACTED]

Freedom of Information Act 2000 (FOIA)

Thank you for your FOI request, received 9 December 2014 in connection with record keeping and transparency. Your request has been considered under the above legislation.

You have requested the following information:

1. *Could you please let me know where I can get a copy of the Coventry City Council policy and guidance on the keeping of appropriately detailed written records of:*

*Routine work Officers carry out,
Site visit notes,
Diary appointments,
Meetings attended,
Travel arrangements,
Meeting minutes and attendees,
Storage of plans and drawings,
Records of formal and informal advice and guidance given,
Reasons for and written records of decisions made.
(I am interested primarily in our elected City Councillors and the Planning Department)*

It has been established that the Council does not hold the above information and are informing you as required by Section 1(1) (a) of the FOIA. The Council does not have a specific policy or formal corporate written guidance on keeping detailed written records as listed above.

2. Could I have sight of the Coventry City Council policy on openness and transparency?

We do not have a policy specifically for 'openness and transparency' and are advising you as per Section 1(1) of FOIA. We do, however, follow the spirit of the Local Government Transparency Code 2014 and publishes Open Data on our website. We also comply with the Freedom of Information Act 2000 along with other information legislation and regulations.

3. Could you let me know the Coventry City Council policy and protocol on transferring and archiving case work, project knowledge and historic correspondence (written and electronic) prior to an officer leaving the Council's employment, and the accessing of this archive once the officer has departed? (Especially in relation to more senior and/or long serving officers and again, I am interested primarily in the Planning Department.

Information that is required by the business is retained on relevant network shared drives and/or systems, e.g. the planning portal. Business areas have specific network folders for storing required information. This helps to ensure that data which is required by the Council after an employee leaves is not deleted.

We have a corporate Record Retention & Disposal Policy which can be viewed [here](#).

Should you be unhappy with the outcome or handling of your request, please write to the address below within 40 working days of the date of this letter.

*Information Governance Team
Council House, Room 21a
Lower Ground Floor
Earl Street, Coventry.
CV1 5RR
infogov@coventry.gov*

If having done this you are still dissatisfied, you have the right to contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

18 February 2015

Yours sincerely

Bernie Robinson

Business Support Officer