



Information Governance Team

Postal Address:
Coventry City Council
PO Box 7097
Coventry
CV6 9SL

www.coventry.gov.uk

E mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)
Request ID: FOI710905098

Thank you for your request for information relating to Information Requests to the Council.

You have requested the following information:

1. How many FOI & EIR requests did you receive in each quarter of 2023/24 and 2024/25 (this should, if possible, include those cases that were later withdrawn, refused due to lack of clarity or name etc or other wise not processed. If this is not possible please provide the info you are able to.): 2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

Part of the information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.'

The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following links:

2023/24: [https://edemocracy.coventry.gov.uk/documents/s62827/06%20-%20Information%20Governance%20Annual%20Report%202023 2024.pdf](https://edemocracy.coventry.gov.uk/documents/s62827/06%20-%20Information%20Governance%20Annual%20Report%202023%202024.pdf)

[https://www.coventry.gov.uk/downloads/download/2612/freedom of information foi and environme](https://www.coventry.gov.uk/downloads/download/2612/freedom_of_information_foi_and_environmental_information)

The data for the financial year 2024/25 is being withheld as it falls under the exemption(s) in Section 22 of the Freedom of Information Act 2000, which relates to Information Intended for Future Publication.

This information will be available to view later in the year by going to ModernGov on the Council website and the Audit and Procurement Committee meetings, where the Annual Report will be presented. Please use the link below:

<https://edemocracy.coventry.gov.uk/ieListMeetings.aspx?CommitteeId=553>

2. How many SAR requests did you receive in each quarter of 2023/24 and 2024/25 (this should, if possible include those cases that were later withdrawn, refused due to lack of ID/Clarity etc or other wise not processed. If this is not possible please provide the info you are able to): 2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

The information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.'

The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following links:

<https://www.coventry.gov.uk/downloads/file/44435/foi680008925-redacted>

3. What percentage of FOI/EIR requests due for response in each quarter of 2023/24 and 2024/25 were responded to on time (either within the initial 20 days, or within the timeframe if this was extended for any reason)

2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

See response to Question 1.

4. What percentage of SAR requests due for response in each quarter of 2023/24 and 2024/25 were responded to on time (this should include all cases with a due date in this period, regardless of whether this was the initial one month date, or had been extended to fall within this period).

2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

See response to Question 4.

5. If information to respond to FOI/EIR requests is sought from other services within your local authority by a central (or directorate specific) FOI service, and if measured, in what percentage of cases was this information provided to you FOI service within 15 working days (or your agreed timeframe if this is easier)

2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

We are advising you as per Section 1(1) that this information is not held. This data is nit recorded.

6. If information to respond to SAR requests is sought from other services within your local authority to a central (or directorate specific) SAR service, and if measured, in what percentage of cases was this information provided to you SAR service within 15 working days (or your agreed timeframe if this is easier)

2023/24 2024/25

Qtr 1

Qtr 2

Qtr 3

Qtr 4

We are advising you as per Section 1(1) that this information is not held. This data is nit recorded.

7. Are FOI EIR and SAR requests processed by the same team/individuals within your council?

The majority of requests are managed by the Information Governance team however the Environmental Protection manage their own EIR requests.

8. How are FOI/EIR/SAR requests received by your council processed. For example:

- Are all requests handled by a specific information requests team**
- Are requests within each directorate/division handled by a specific team or officer within that directorate/division**

The information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.'

The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following link:

<https://www.coventry.gov.uk/downloads/file/42422/foi593548274-redacted>

9. How many FTE staff are primarily employed to process requests for information such as

FOI/EIR/SARs

See response to Question 8.

10. Do the staff detailed in question 9 manage any other processes (for example complaints, DPA disclosures to the police or other public bodies, DPA management)

Yes.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance