

	<p align="center"><b>RECORD OF DECISION TAKEN UNDER DELEGATED NOTICE (Not a Key Decision)</b></p>
<p><b>TITLE: "DEALING WITH REQUESTS FOR INFORMATION – GUIDE FOR STAFF"</b></p>	
<p><b>DECISION:</b> That the Council's revised guide "Dealing with Requests for Information – Guide for Staff" in relation to requests for information under the Freedom of Information Act 2000 set out at Appendix 1 be approved and implemented.</p>	
<p><b>REASONS FOR DECISION:</b></p> <p>There is currently in place a guide for staff to assist with dealing with freedom of information requests. This has been in place for a number of years. The Council has recently provided refresher training for staff in relation to FOI requests. Following on from that training, the guide for staff has been reviewed and updated to make it more concise and easier for staff to understand – see Appendix 1.</p>	
<p><b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (IF ANY):</b></p> <p>None</p>	
<p><b>FINANCIAL AND RESOURCE IMPLICATIONS</b></p> <p>There are no significant financial or resource implications arising from this report.</p>	
<p><b>BACKGROUND DOCUMENTS (For executive decisions only)</b></p> <p>There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.</p>	
<p><b>DATE OF DECISION:</b> <i>19 September</i> 2013</p> <p><b>Decision Taker:</b> BOROUGH SOLICITOR</p> <p><b>In Consultation with:</b> The Leader, Councillor I Grant, and the Leader of the Opposition, Councillor R Bell.</p> <p><b>Authority:</b> (Relevant section and paragraph of the Constitution / Minute, date and body where authority for delegation granted)</p>	

Constitution 4.2a paragraph 20 Scheme of Delegation to Chief Officers Borough Solicitor
<b>ANY CONFLICT OF INTEREST DECLARED BY THE PORTFOLIO HOLDER (Only required where decisions taken in consultation with):</b>  None
<b>IF CONFLICT OF INTEREST EXISTS, DETAILS OF DISPENSATION GRANTED BY THE STANDARDS COMMITTEE:</b>  N/A
<b>DATE OF PUBLICATION OF DECISION (For Executive Decisions, not decisions that are exempt from publication or Confidential): (To be completed by Member Services)</b>
<b>FOR FURTHER INFORMATION PLEASE CONTACT:</b>  Contact Officer: TERRY BRODERICK Directorate & Service: PEOPLE AND PLACES (LEGAL & DEMOCRACY) Telephone No: 01695 585001 Email Address: Terry.Broderick@westlancs.gov.uk

**Appendices:**

**Appendix 1 – “Dealing with Requests for Information – Guide for Staff”  
version 2013**