

## Freedom of Information Act 2000 (FOIA)

### Decision notice

**Date:** 12 March 2012

**Public Authority:** Sheffield Homes

**Address:** PO Box 483  
M33 0DH

#### Decision (including any steps ordered)

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1. The complainant has asked Sheffield Homes for information and clarification about a Tenant Participation Agreement and related consultation meetings.
2. The Commissioner's decision is that Sheffield Homes did not deal with the request for information in accordance with the FOIA in the following way:
  - It failed to provide a response to the request within the statutory time frame of 20 working days.
3. As a response has now been provided, the Commissioner requires no steps to be taken.

#### Request and response

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4. On 4 September 2011, the complainant wrote to Sheffield Homes and requested information concerning its Tenant Participation Agreement. In the light of the agreement, he asked for information about the issuing of minutes for tenant consultation meetings and the dissemination of information about forthcoming meetings.
5. Sheffield Homes responded on 27 February 2012.

#### Scope of the case

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6. The complainant contacted the Commissioner to complain about Sheffield Homes' failure to respond to his request.

## **Reasons for decision**

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7. Section 10(1) of the FOIA states that a public authority in receipt of a request for information has a duty to respond within 20 working days.
8. From the information provided to the Commissioner in this case it is evident that Sheffield Homes did not respond to the complainant within the statutory time frame.

## Right of appeal

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9. 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: 0300 1234504

Fax: 0116 249 4253

Email: [informationtribunal@hmcts.gsi.gov.uk](mailto:informationtribunal@hmcts.gsi.gov.uk)

Website: [www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/information-rights/index.htm](http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/information-rights/index.htm)

10. 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.
11. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this Decision Notice is sent.

**Signed** .....

**Rachael Cragg**  
**Group Manager**  
**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**