

13 March 2020

Dear [REDACTED]

**Request for information: RFI-2020-0237**

Thank you for your request for information received on 5 March 2020 concerning casework raised by each councillor since 3 May 2019. This request has been handled under the Freedom of Information Act 2000.

As individual councillors raise matters in different ways at different times, sometimes we do not record this information consistently across the Council and any information we could provide would be incomplete.

Consequently I am writing to inform you that the Council holds no confirmed figures and therefore the information you requested is not held by Newark & Sherwood District Council.

Section 16 of the Act places a duty on the Council to provide advice and assistance to those who propose to make or have made requests to it. Unfortunately, due to the nature of the information you requested, in that if held it would be unique to Newark and Sherwood District Council, I am unable to offer any advice or assistance in this instance.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by a member of the Senior Leadership Team who has not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

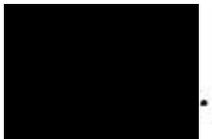
Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website [www.ico.org.uk/](http://www.ico.org.uk/)

More details of this complaints process are available to view on our website at the following link: [www.newark-](http://www.newark-)

[sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/)

There is no charge for making an appeal at any stage.

Yours sincerely



David Clarke  
Information Governance Officer