

From: *[Information Redacted]*
Sent: 24 February 2023 13:14
To: *[Information Redacted]*
Cc: *[Information Redacted]*
Subject: RE: FOI/REQ/RLGG/A fairer council tax consultation

Thanks *[Information Redacted]*,

Have sent an acknowledgement *[Information Redacted]*

[Information Redacted]

[Diwygio Cyllid Llywodraeth Leol](#) / Local Government Finance Reform

[Llywodraeth Cymru](#) / Welsh Government

[Information Redacted]

[Caerdydd](#) / Cardiff

[Information Redacted]

From: *[Information Redacted]*
Sent: 24 February 2023 11:01
To: *[Information Redacted]*
Cc: *[Information Redacted]*
Subject: RE: FOI/REQ/RLGG/A fairer council tax consultation

Sorry request attached!

From: *[Information Redacted]*
Sent: 24 February 2023 11:00
To: *[Information Redacted]*
Cc: *[Information Redacted]*
Subject: FW: FOI/REQ/RLGG/A fairer council tax consultation

Hi *[Information Redacted]*, we have another request to release consultation responses for organisations. Could you please process this request in the same way as the first one (it's been downgraded from an FOI). No rush to respond as the same time as the other request, but you'll want to send an acknowledgement.

We may get more of these with similar wording

Thanks
[Information Redacted]

From: Freedom of Information Officer <Freedomofinformation@gov.wales>
Sent: 24 February 2023 10:13
To: *[Information Redacted]*
Cc: *[Information Redacted]*

Subject: RE: FOI/REQ/RLGG/A fairer council tax consultation (17194)

Hello *[Information Redacted]*,

Happy for this new request to be treated as normal business. I'll arrange for ATISN 17194 to be removed from the tracking system.

Thanks,
[Information Redacted]
Information Rights Unit.

Knowledge and Analytical Services / Gwasanaethau Gwybodaeth a Dadansoddi
Welsh Government / Llywodraeth Cymru

From: *[Information Redacted]*
Sent: 23 February 2023 15:53
To: *[Information Redacted]*
Cc: *[Information Redacted]*
Subject: RE: FOI/REQ/RLGG/A fairer council tax consultation (17194)

Hi *[Information Redacted]*, we're separately dealing with the same query from a different person outside of FOI procedures as advised by the Information Rights Unit (attached), as the information requested is available and we're happy to release it. Could you please advise whether this new request needs to be treated as an FOI please, or whether it can be downgraded? I'd like to be consistent.

Many thanks
[Information Redacted]
[Diwygio Cyllid Llywodraeth Leol / Local Government Finance Reform](#)
[Llywodraeth Cymru / Welsh Government](#)

From: *[Information Redacted]* On Behalf Of Freedom of Information Officer
Sent: 23 February 2023 14:52
To: *[Information Redacted]*
Cc: *[Information Redacted]*
Subject: FOI/REQ/RLGG/A fairer council tax consultation (17194)

Dear *[Information Redacted]*,

Please find enclosed a **request for recorded information**.

Request details

Access to Information (ATI) Serial Number: **17194**
Deadline for issuing response to the requestor: **Thursday 23 March 2023**
iShare folder for this request:

Based on the subject matter of the request, we have allocated it to you. This request will require a formal response that follows the guidance set out on the [Responding to requests for recorded information intranet pages](#).

COVID-19

IMPORTANT – when you issue the acknowledgement letter for this request, use the letter template at this link. It has been updated to take into account the current Coronavirus situation.

[Information Redacted]

Please note though that the legal deadline remains 20 working days.

If your Division is responsible for this request, please confirm by replying to this email, copying your [Key Individual](#). In this email, please confirm who the Lead Official will be.

If your Division is not responsible for this request, please secure agreement for the request to be transferred to the relevant Deputy Director and once secured, please let IRU know of the transfer via the Freedom of Information Officer mailbox.

Actions for Lead Official

As Lead Official, you are responsible for managing the response to this request for information. Please don't worry about the process. We have developed guidance to help you and people are on hand to answer any queries you have.

As you work on your response, follow the guidance to ensure you meet what's required of you. This way you can protect the limited time and resources we have available to us to deliver the Government's programme.

Your first steps by the end of day 3:

- Don't delay working on this. The 20 day response deadline is set and the clock has started ticking.
- Refer to the guidance set out on the [Responding to requests for recorded information intranet pages](#). This will walk you through the process and provide the templates you need to use.
- Meet with your Deputy Director to agree how the request will be handled and what sensitivity rating should be applied. Use the handling form attached to this email to help you.
- Answer the seven 'Assess Request' questions, including whether the request is likely to exceed the 'appropriate limit'.
- Save any documents related to this request in the iShare folder above.

When you brief your Minister on your response please ensure that you include the following recipients into the briefing email:

- Relevant deputy director/lead official
- FOI mailbox
- PS First Minister
- PS Relevant Minister
- Welsh Government Newsdesk
- *[Information Redacted]*
- *[Information Redacted]*

As you work on your response, please remember the Six Rs:

Recognise: Make sure you know how to recognise requests for recorded information under the legislation. Clarify the request if it's unclear.

Routine: If the request is for information already easily available in the public domain, it can be handled routinely. You do not need to follow the full FOI guidance. Refer the requester to the information.

Role: Understand your role in the response process and take responsibility for the quality and timeliness of your response.

Resources: Keep a keen awareness for our resources, both their limits and the proper handling of our information assets. Thoroughly assess the request, consider only information that we hold, **consider exemptions** under the legislation, including the 'appropriate limit'.

Reputation: How we handle requests reflects directly on Ministers and effects public confidence in them and us. Consider whether information you plan to disclose should be set in context.

Review: Continuously review whether information you are responsible for should be proactively published on our website.

Make sure that you remember these simple statement throughout your work.

Help and support

If you have any queries, please contact your Key Individual or departmental FOI Team in the first instance.

For advice on complex requests, and in particular the use of the Appropriate Limit and exemption 36, please contact the [Information Rights Unit](#).

Thank you for your assistance,

Information Rights Unit.

Useful links

[Recorded information intranet pages](#)

[Handling Pro-forma](#)