

## **Freedom of Information Act 2000 (FOIA)**

### **Decision notice**

**Date:** 4 July 2024

**Public Authority:** Chief Constable of Cleveland Police

**Address:** St Mark's House  
St Mark's Court  
Thornaby  
Stockton-on-Tees  
TS17 6QW

#### **Decision (including any steps ordered)**

---

1. The complainant has requested information relating to policy and procedures for Cleveland Police staff members.
2. The Commissioner's decision is that Cleveland Police breached section 10(1) of FOIA by failing to provide a valid response to the request within the statutory timeframe of 20 working days.
3. The Commissioner does not require further steps to be taken.

#### **Request and response**

---

4. On 22 May 2024, the complainant submitted the following request for information to Cleveland Police:  
  
"Under the freedom of information act please provide me with your force policy and procedures (and any other information, including all background information) in relation to the Cleveland police staff members duties, responsibilities and obligations regarding being open

and honest in order to promote transparency, accountability. For example, your code of ethics.”

5. Cleveland Police responded on 21 June 2024.

### **Scope of the case**

---

6. The complainant has confirmed that they are “happy with the response provided” but remain unhappy that the response was provided late.

### **Reasons for decision**

---

7. Section 1(1) of FOIA states that:

“Any person making a request for information to a public authority is entitled –

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and

(b) if that is the case, to have that information communicated to him.”

8. Section 10(1) of FOIA states that a public authority must respond to a request promptly and “not later than the twentieth working day following the date of receipt”.
9. From the evidence provided to the Commissioner in this case, Cleveland Police did not deal with the request for information in accordance with FOIA – the response was provided one day late. The Commissioner finds that Cleveland Police has breached section 10(1) by failing to respond to the request within 20 working days.

## **Right of appeal**

---

10. 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: 0203 936 8963

Fax: 0870 739 5836

Email: [grc@justice.gov.uk](mailto:grc@justice.gov.uk)

Website: [www.justice.gov.uk/tribunals/general-regulatory-chamber](http://www.justice.gov.uk/tribunals/general-regulatory-chamber)

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

**Daniel Kennedy**  
**Senior Case Officer**  
**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**