

Annie Gingell

From: Annie Gingell
Sent: 06 January 2022 15:56
To: Annie Gingell
Subject: Our response to your request for a review (ref [[10601635]])

From: Information Officer <information.officer@adur-worthing.gov.uk>
Sent: 06 January 2022 09:55
To: Conor Layton <conor.layton@tetlow-king.co.uk>
Subject: Re: Our response to your request for a review (ref [[10601635]])

Dear Conor,

The attachment for questions 10-13 contains historic affordable housing delivery from 2001 to 2020, this information is predominantly based on data taken from West Sussex County Council monitoring.

We do not hold a record of this breakdown by wards, the information provided is the only information that we hold in relation to your request. I am sorry that I did not make this clear to you in my previous response.

Yours sincerely

Davinia O'Brien

Feedback and Request for Information Officer | Adur & Worthing Councils

Email: information.officer@adur-worthing.gov.uk | Website: www.adur-worthing.gov.uk/FOI

On Thu, 6 Jan 2022 at 09:20, Conor Layton <conor.layton@tetlow-king.co.uk> wrote:

Hi Davinia

The only attachment I can see within the page is this (see below)

Once again apologies if I am missing something.

Historic Affordable Housing Delivery in Worthing 2001 - 2020

Monitoring Year	Social Housing*units completed
2001/02	42 (gross)
2002/03	56 (gross)
2003/04	40 (gross)
2004/05	55 (gross)
2005/06	26 (gross)
2006/07	51 (gross)
2007/08	44 gross)
2008/09	88 (gross)
2009/10	81 (gross)
2010/11	78 (gross)
2011/12	6 (gross)
2012/13	51 (gross)
2013/14	9 (gross)
2014/15	61 (gross)
2015/16	50 (net
2016/17	78 (net)
2017/18	59 (net)
2018/19	58 (net)

Conor Layton BA (Hons) MSc MRTPI
Senior Planner
TETLOW KING PLANNING



Please read our statement on COVID-19 [here](#)

T: 0117 9561916 **M:** 07517106131 **W:** tetlow-king.co.uk

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From: Information Officer <information.officer@adur-worthing.gov.uk>
Sent: 06 January 2022 09:14
To: Conor Layton <conor.layton@tetlow-king.co.uk>
Subject: Re: Our response to your request for a review (ref [[10601635]])

Dear Conor,

Thank you for your email, when you click on the link, scroll down the page to "response to your request" you will see that Q10-13 is an attachment (at the bottom of the page) and the answer to Q19 is 104.

We apologise for any confusion, as part of our service improvements, we will review the layout of our public disclosure log and consider any improvements that may be required.

Yours sincerely

Davinia

Information Officer | Adur & Worthing Councils

Email: information.officer@adur-worthing.gov.uk | Website: www.adur-worthing.gov.uk/FOI

On Thu, 6 Jan 2022 at 07:59, Conor Layton <conor.layton@tetlow-king.co.uk> wrote:

Dear Davinia

Apologies if I have misread the link provided which collates the responses. However, it still appears that Qs 10, 12 and 13 have not been answered.

Please correct me if I am wrong but the response suggests that responses to these Qs are attached but I can only see one attachment relating to affordable housing completions (Q11).

Many thanks

Conor Layton BA (Hons) MSc MRTPI
Senior Planner
TETLOW KING PLANNING



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From: Information Officer <information.officer@adur-worthing.gov.uk>
Sent: 05 January 2022 16:42

To: Conor Layton <conor.layton@tetlow-king.co.uk>

Subject: Re: Our response to your request for a review (ref [[10601635]])

Dear Mr Layton,

Thank you for your email, with regard to Questions 10-13, these were assigned to case reference 11415331 and a response was thought to be sent to you on 13th December and the case was closed. However due to a clerical error the response was not sent to you.

I have now updated the Councils response for this Case (10601635) so that all 21 questions you raised, including Q10-13 and 19, are together in 1 response. [Please click this link to view the councils full response.](#)

Our response is also published on the councils [disclosure log](#) on our website for future reference too.

Thank you for bringing this to our attention, I apologise for this error and any confusion this may have caused, this was due to human error, which has now been rectified.

If you remain dissatisfied and require assistance, please contact the Information Commissioners Officer at the following address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700, Website: www.ico.org.uk

Yours sincerely

Davinia O'Brien

Feedback and Request for Information Officer | Adur & Worthing Councils

Email: information.officer@adur-worthing.gov.uk | Website: www.adur-worthing.gov.uk/FOI

On Wed, 5 Jan 2022 at 16:01, Conor Layton <conor.layton@tetlow-king.co.uk> wrote:

Dear Sir/Madam

Your email below explains that the answers to Q10-13 and Q19 were sent to us on 22nd November 2021. I do not have a copy of this email and cannot find it anywhere on our system. I would be grateful if you could provide another copy.

Confirmation of receipt would be greatly appreciated.

Many thanks

Conor Layton BA (Hons) MSc MRTPI
Senior Planner
TETLOW KING PLANNING



Please read our statement on COVID-19 [here](#)

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From: Adur & Worthing Councils <no-reply@adur-worthing-hr.onmats.com>

Sent: 05 January 2022 15:43

To: Conor Layton <conor.layton@tetlow-king.co.uk>

Subject: Our response to your request for a review (ref 10601635)

Dear Conor Layton,

Please find out response to your request for a review (ref 10601635). Alternatively, view your request and response at: https://adur-worthing-hr.onmats.com/w/webpage/4525BBFCF1?context_record_id=10601635&webpage_token=bfdf3611d6c6d533aa15b8cefc3cf42b98b2c1f8f65a6febe2c39d570622267f

Internal review 10601635

Thank you for your request for an internal review dated 13 December 2021. For ease of reference, please see the timeline of events in chronological order.

Timeline of events

The Councils received a request on **30 September 2021** comprising of 21 questions.

The Council replied to Tetlow King Planning on **28 October 2021**.

The Council received an email from Tetlow King Planning on **22 November 2021** from the regarding Questions 10-13, this was raised as a new request and assigned to case reference 11415331 and automated email was sent to you on the same date at 15:02.

The Council received an email dated **9 December 2021** from Tetlow King Planning saying:
“Thank you for your prompt response.

As noted in the previously attached email chain the response provided by the council on 28 October 2021 is incomplete. The council have stated in the response to questions 10-13 that ‘Worthing Borough Council does not hold any social housing stock’

Given that the council must provide the majority of the data requested in these questions to central government as part of its annual data returns, the council therefore must hold this data.

We have requested this data from over 80 LPA’s across England all of whom have provided the data without issue. I also note that a response to Question 19 has not been provided.

Furthermore the response also states in respect of Q6 that no changes have been made to the housing allocations policy. Online evidence indicates this response to be incorrect and that a change occurred some time between 2011 and 2012.

I look forward to receiving the full response.”

Internal Review of **13 December 2021**

The Council received a request from you querying the Councils response to 10601635 and so this request was escalated to an internal review. An automated email acknowledgement was also sent to the original requester on 13th December 2021 at 08:50 regarding this internal review.

Please note all communication is sent via our online system, it may be that our communication was sent to a spam folder? For reference the emails will be sent to the requester from "no-reply@adur-worthing.gov.uk".

The Council received an email dated **15 December 2021** from Tetlow King Planning
“Good morning,
It has now been almost a week since my previous email.
Can the council please confirm when they will be providing the outstanding data?”

Internal Review

The review has been carried out by myself, I am the Head of Legal Services/Monitoring Officer on behalf of the Councils. I have not been involved with this request and therefore my view is impartial. This matter has escalated to an Internal Review since your disaffection is noted and your company is entitled to exercise their rights to request an internal review. A request for an internal review must be made within three months from the reply sent to you. I note that the reply was sent to you on 28 October 2021 and you told the Council that you were dissatisfied on 13 December 2021.

There appears to be three questions that you are not satisfied with and I will address each one separately as follows:

Question 6

You do not provide nor detail what you are referring to where you say “Online evidence indicates this

response to be incorrect and that a change occurred some time between 2011 and 2012.”
I have checked the position with Housing Services and the draft document that already has been provided to you is all the information that is held. There is no further information held.

Questions 10-13

I apologise that these questions were not answered originally within your request under reference 10601635. However, I understand that the answers were sent to you under reference 11415331 on 22 November 2021, so this has been satisfied.

Question 19

I understand this has now been provided to you and apologise that these were not provided to you originally.

Conclusion

Taking the above facts into account, this internal review is upheld. There is nothing further to send to Tetlow King Planning and I apologise on behalf of the Council for any inconvenience caused initially.

If you remain dissatisfied and require assistance, please contact the Information Commissioners Officer at the following address: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700, Website: www.ico.org.uk

Yours sincerely,

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