



CM9#

Request Email CM9# 221102059C  
 Acknowledgement CM9# 221102235C

Supporting Doc CM9#  
 POI CM9#  
 POR CM9#  
 Birth Cert CM9#  
 Death Cert CM9#  
 Marriage Cert CM9#  
 Will CM9#  
 Authority CM9#

Release Method &amp; Date:

Release Pack CM9#  
 Decision Letter CM9#

SIGBOX Release - Date:  
 SIGBOX Email Used:

**File notes**

Date	Type	DVA officer	Timeframe days
16 Aug 2022	1. File note	Jodie <sup>s 47E; s 47F</sup>	
email received from s 47E saved to IAO folder.			
16 Aug 2022	1. File note	Jodie <sup>s 47E; s 47F</sup>	
email received from client - saved to docs tab and IAO folder			
16 Aug 2022	1. File note	Jodie <sup>s 47E; s 47F</sup>	
email received from s 47E - IA officer advised			
10 Aug 2022	1. File note	Amy <sup>s 47E; s 47F</sup>	
Email received 9/8/22 - s 47E - requesting EOT till 16 August 22			
Email response below and saved into LEX DOC TAB			
Morning Claudia,			
Thank you for your email.			
I am happy to grant the extension till the 16 August 2022.			
If there is any further questions regarding the consult please contact me by either return email or on s 47E; s 47F			
Have a great day.			
Kind regards			
Amy (PN:62232671)			
9 Aug 2022	1. File note	Amy <sup>s 47E; s 47F</sup>	
Sent email to Claudia re consultation			

8 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Call received from Claudia through VAN - Returned call

Requesting the underacted version of the documents I have advised that we have already provided these in the consult documents but would be happy to provide these again.

I have drafted email with scope of request to give the organisation a better understanding of what we are asking them to consult on.

8 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Call received from Claudia through VAN - Returned call

Requesting the underacted version of the documents I have advised that we have already provided these in the consult documents but would be happy to provide these again.

I have drafted email with scope of request to give the organisation a better understanding of what we are asking them to consult on.

5 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Follow up email from s 47E - Drafted email response to send

3 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Email from s 47E - saved into tab and R drive

Good morning Amy,

Thanks for sending this through and giving s 47E the chance to comment on possible release of the documents.

So we can provide some context to the business areas reviewing the documents, are you able to advise what the scope of the request is?

Kind regards,

2 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Request from s 47E wanting a copy of the final release documents - saved into LEX DOC TAB

1 Aug 2022 1.2 EOT Amy <sup>s 47E; s 47F</sup> 30

Time extended. Reason: s15(6)

1 Aug 2022 1. File note Jodie <sup>s 47E; s 47F</sup>

privacy check undertaken

1 to Ms Pane

7 to consult agencies

1 Aug 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Advice from Chantal -

Draft up 7 separate bundles and seek consult with each previously consulted agency regarding their response to the consult.

Have drafted up 7 separate email with bundles relating to each individual consult to the following agencies/organisations

s 47E - 5 documents for review

s 47E - 2 documents for review

s 47E - 6 documents for review

s 47E - 2 documents for review

s 47E - 7 documents for review

s 47E - 4 documents for review

s 47E - 1 document for review

Have also drafted email to applicant advising of consult requirements and will extend the clock

31 Jul 2022 1. File note Amy <sup>s 47E; s 47F</sup>

127 pages have been combined with no attachments - 30 attachments have been identified

staff last names from the other agencies may need to be redacted

Seek advice on the information that has been provided from the agencies regarding the consultation - I don't believe this should be released without consultation

31 Jul 2022 1. File note Amy <sup>s 47E; s 47F</sup>

72 emails identified as potentially in scope - 3 emails LPP and will need to be reviewed

On review any email that is apart of an email trail and has been duplicated or included in another email trail has been removed as there is multiple double ups

20 emails have been considered as not in scope or a double up

total of 52 emails -

Converted to PDF and added Attachments for review

Screenshot of LEX request 47367 - 14 pages - to be reviewed for redaction 47E & 47F

29 Jul 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Review of request

Lex 47267 – Is a **s 47F** enquire on <sup>s 47F</sup> behalf – Variety Pane has no consent of **s 47F** to receive <sup>s 47F</sup> documents or

I have located DL by Jasmine for LEX 47367 on Review of DL the wrong LEX number has been referenced in the title on the decision letter all other references to this request in the letter have the correct number.

TRIM container **s 47E** - holds 255 documents relating to LEX 47367

have super copied these all over to R drive to sort through and identify one that relate to third party consent some are identifiable in the titling of documents - 39 at this stage

the other documents I have had to open individually to assess  
75 documents reviewed  
183 documents to still be reviewed

13 Jul 2022 1. File note Amy <sup>s 47E; s 47F</sup>

Assigned to Amy

8 Jul 2022 1. File note Fiona <sup>s 47E; s 47F</sup>

LEX referred to is probably 47367 not 47267.

8 Jul 2022 1.3.1 TRIM file number Arthur <sup>s 47E; s 47F</sup>

TRIM Container created see record number **s 47E** PM2022/50

8 Jul 2022 1. File note Arthur **s 47E; s 47F**  
R Drive folder created

4 Jul 2022 1.1.1 Clock start Arthur **s 47E; s 47F** 30  
Clock started

**Documents**

Date	Type	Document	DVA officer	Notes
14 Sep 2022	Follow up enquiry	Re FOI Request - LEX 50625 - Consultation with third parties SEC OFFICIAL .msg	Fiona <b>s 47E; s 47F</b>	
12 Aug 2022	Email	Re FOI Request - LEX 50625 - Consultation with third parties SEC OFFICIAL .msg	Jodie <b>s 47E; s 47F</b>	response from client re consult
10 Aug 2022	Email	RE FOI Consultation - Benchmarking Partners Comparison Report SEC OFFICIAL .msg	Amy <b>s 47E; s 47F</b>	Request for EOT for Courtesy consult
6 Aug 2022	Other	Automatic reply LEX 50625 - Courtesy Consultation - <b>s 47E</b> SEC OFFICIAL .msg	Natalie <b>s 47E; s 47F</b>	
5 Aug 2022	Email	RE LEX 50625 - Courtesy Consultation - <b>s 47E</b> SEC OFFICIAL .msg	Amy <b>s 47E; s 47F</b>	Courtesy consult request for release pack
8 Jul 2022	Acknowledgment email/letter	Information Access - Correspondence Outgoing - Ack Email.MSG	Arthur <b>s 47E; s 47F</b>	
4 Jul 2022	Request	Information Access - Request for Information - Request Email.MSG	Arthur <b>s 47E; s 47F</b>	

**Time entries**

Date	DVA officer	Hours	Notes
1 Aug 2022	Amy <b>s 47E; s 47F</b>	6.00	bundling documents for cutesy consult drafting emails to send for consult drafting email advising of consult to third parties EOT 30 days in the clock
1 Aug 2022	Amy <b>s 47E; s 47F</b>	2.00	Reviewing 52 documents considered in scope - combined and redacted s 47E & s 47F
1 Aug 2022	Amy <b>s 47E; s 47F</b>	7.00	Reviewing all documents held in TRIM container - <b>s 47E</b> 255 documents

8 Jul 2022	Arthur <sup>s 47E; s 47F</sup>	0.37	Registration
		<u>15.37</u>	

**Related requests**

<b>Request</b>	<b>Client/App name &amp; details</b>
47367	FOI - Verity Pane - One DVA and Benchmarking of Costs of Service