

10 February 2017

Dear [REDACTED]

**Request for information: RFI-2017-0183**

Thank you for your request for information received on 8<sup>th</sup> February 2017 concerning correspondence sent to the Council about 'unaccompanied asylum seeking and refugee children'. This request has been handled under the Freedom of Information Act 2000.

**I am writing to inform you that as a District Council we are not responsible for co-ordinating this therefore the information you requested is not held by Newark & Sherwood District Council.**

**However it is possible that Nottinghamshire County Council may hold some or all of the information you require as they are the leading authority in Nottinghamshire on this project. They can be contacted via their website at the link given below.**

**<http://www3.nottinghamshire.gov.uk/atoz/f/freedom-of-information/>**

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 the Director of Safety or the Deputy Chief Executive who have 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-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://www.newark-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