

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

**My request is for all documentation pertaining to the transition of the administration of the Duke Of Edinburgh's Award in the city from the previous administration arrangements which ceased on 31 August 2013 (i.e. the award was administered by a Leicester City Council employee) to the new arrangement (i.e. administration currently unknown).**

**In particular I would like to see the transition planning document which was produced before the ceasing of the previous arrangements. Included in this should also be the communications plan produced as part of the transition planning.**

Leicester City Council ceased being the licence holder for the Duke of Edinburgh's Award Scheme on the 31<sup>st</sup> August 2013. As a consequence of this decision the DofE Regional Director communicated in writing to all Leicester City Secondary School Heads with pupils enrolled on the scheme, outlining alternative transitional planning arrangements available to them, and the process of registering as a Directly Licenced Centre (DLC) for the scheme.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager  
Information and Support  
Leicester City Council  
FREEPOST (LE985/33)  
New Walk Centre  
LEICESTER LE1 6ZG**

e-mail: [info-requests@leicester.gov.uk](mailto:info-requests@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

**Wilmslow SK9 5AF**

**Telephone: 01625 545 700**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.