

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:

- 1. what is your council policy on the use of social media?**
- 2. do you provide guidance for employees regarding the use of social media outside of work? what is this guidance?**

For your information this letter constitutes a refusal notice under Section 17.1 of the Freedom of Information Act 2000 because an exemption under Section 21 of the Act is being applied, namely the information is accessible by other means, in this instance the Leicester City Council Website.

Employee Code of Conduct at section 7.1. This version of the code of conduct was introduced on 1st July 2013. Please use the link below.

<http://www.leicester.gov.uk/your-council-services/council-and-democracy/key-documents/conditions-of-service/appendices/appendix-l-to-z/code-of-conduct/>

Please also find attached the following documents:

Acceptable Use Policy
Social Media Guidelines
Social Media FOIA Guidance

- 3. how many conduct issues did you have in 2011, 2012 and 2013 relating to the use of social media?**

- 4. How many of these cases resulted in the employees dismissal? How many received written warnings?**

Since 2011 the council has conducted 830 disciplinary cases against employees. The system used to log these cases does not have a field for identifying a specific type of disciplinary case. To answer your request would require the manual trawl of each record to establish its relevance.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for local government is set at £450. This represents the estimated cost of one person spending more than 18 hours in determining whether the department holds the information, locating, retrieving and extracting the information.

We estimate it will take over 138 hours to complete this request. To arrive at this figure we made the following calculation; allowing 10 minutes to search through each of the 830 cases would total 138 hours. We would need to establish the reason for said disciplinary, there could be multiple issues in a case, and if the outcome was a written warning.

This is therefore a Refusal Notice under section 17.1 of the Freedom of Information Act, because under the provisions of section 12.1 of the Act, the Council estimates that to comply with your request in its current form will exceed the appropriate limit.

You may wish to refine your request by narrowing its scope by being more specific about what information you particularly wish to obtain, including any dates or period of time relevant to the information required. We do have a duty to advise and assist you in refining your request under s16 of the Act; please do not hesitate to contact us if you require further assistance.

The legislation allows you to use the information supplied for your own personal use, or for journalistic purposes. If the information is a dataset (which does not relate to the environment), you may also use the information for commercial re-use under an [Open Government Licence](#).

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

Information Governance Manager
Leicester City Council
Bosworth House
Ground Floor
9 – 15 Princess Road West
LEICESTER LE1 6TH
e-mail: 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 may also seek independent advice from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Please be aware that the Information Commissioner does not normally consider requests until the internal appeals process of the Council has been exhausted. You are therefore advised to appeal to the Information Governance Manager before contacting the Commissioner.