

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 – Do the Council's Anti-Social Behaviour (ASB) Team give alleged offenders 'informal' verbal warnings? If so, are these recorded on any system or offender file? If 'informal' verbal warnings are given, who is present when such warnings are given?

The ASB Team deal with the more serious cases therefore they do not give out informal verbal warnings

2 – If the ASB Team do not give 'informal' verbal warnings what is the first stage of the process – formal verbal warning? Formal written warning?

The ASB Team use the escalated intervention approach

- **Advice letter**
- **Formal warning letter**
- **Formal verbal warning**

3 – Who is present when such warnings are given?

Investigator and the alleged offender, possibly an appropriate adult, possibly a family member, possibly a police officer, possibly a housing officer

4 – Where is the issuing of such warnings recorded?

On the Civica case management system

5 – Does the Council keep statistics of the number and type of warnings issued?

The ASB Team does. Your request has focussed on the activities of the ASB Team and we have restricted our responses accordingly.

6 – Do Council ASB investigators / officers use police style pocket books to record their working activities – particularly when working away from the office? If not, how do they record their working activities when away from the office?

The investigators do not use police style pocket books. They record their working activities on the Civica system on a case by case basis.

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

Head of Information Governance
Information and Support
Leicester City Council
FREEPOST (LE985/33)
New Walk Centre
LEICESTER LE1 6ZG
e-mail: foia@leicester.gov.uk

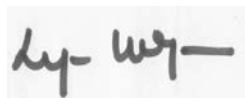
Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

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

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 Head of Information Governance before contacting the Commissioner.

Yours sincerely



Lynn Wyeth
Head of Information Governance