



**Information Governance Team**

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18 February 2021

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)  
Request ID: REQ08089**

Thank you for your request for information relating to the Common Seal, received on 1 February 2021.

You have requested the following information:

**Please provide a copy of all entries in the record book referred to in Part 3a - Council Procedure Rules; 25 Common seal of the Council for the period Jan 1st, 2013-Dec 2015.**

**I do not require copies of the attested/sealed documents themselves just the attestation/ seal dates, seal number and titles/names of documents being sealed.**

The Council's response is as follows:

In regards to your request, the Council can confirm that it holds the information that you have asked for, however the information is in hard copy format at more than one Council premises. The only way of obtaining the information requested is for a Council employee to physically attend the offices and collate the information.

From 6 January 2021, a national lockdown applies in all of England. The *Working safely during coronavirus (COVID-19)* guidance<sup>1</sup> states that: "You can only leave home for work purposes where it is unreasonable for you to do your job from home."

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<sup>1</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#national-lockdown>

The Council are committed to complying with FOIA requests during the pandemic in as much as it is able to under the current climate. The Council have therefore given your request due consideration but at the present time propose to postpone responding to your request until such time as the current Lockdown ends and/or restrictions are lifted. This approach has been taken on the basis that the request can only be answered if a member of staff attends the offices to collate the information in person. While your request is important to the Council, it is considered unreasonable to require a member of staff to do this at the present time because the information requested is not one deemed to be required as a matter of urgency. The health and safety of all Council colleagues is paramount, and the Council has to take this into account when dealing with FOIA responses.

The Council therefore regret that on this occasion they are not able to immediately accommodate your request but will keep the matter on hold and provide you with a response as soon as we are able to.

The supply of information in response to a freedom of information request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours sincerely

**Information Governance**