



Information Governance Team

Postal Address:
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

www.coventry.gov.uk

E-mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

16 February 2023

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI485967379

Thank you for your request for information relating to Register of Seals.

You have requested the following information:

1. Do you keep a central 'register of seals'?

The Council record in a handwritten register each document that it seals with the Council's common seal.

2. Do you maintain an electronic database of the documents created and sealed?

As per the above, the Council records in a handwritten register each document that it seals with the Council's common seal.

The Council also maintains an electronic Contracts Register for tendered procurement activity.

3. Are any contracts with CCC not listed in the quarterly lists published by law?

The Council publishes the Contracts Register on a quarterly basis which can be viewed at <https://www.coventry.gov.uk/contractsregister>

The Council also sign and enter into a wide range of other documents such as property documents including leases and licences, variations, simple letter agreements etc, these would not be published on the Contracts Register.

The supply of information in response to a FOI/EIR 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

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 icocasework@ico.org.uk.

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

Yours faithfully

Information Governance