Dear

Freedom of Information request reference K/20/105


Your request read:

“Some Billing Authorities wish to treat this as an FOI request if so; Please can you provide me with the following information under the Freedom Of Information Act 2000:- However please do refer to the LOA attached showing that this is a client and they are in agreement with us receiving this requested information. Please appreciate that as a charitable housing association it is imperative that all monies due to them are rightfully reinvested back in the association so they may keep on providing the valuable service that they do to our community and thus we believe that it is in the interests of the public to send forward this request. We are requesting this information from you the council as it cannot be obtained from housing association.

The most up to date list you can obtain from your business rates (NNDR) and domestic rating (council tax) departments in all boroughs (please provide the date of the data),

A) Please can you confirm the name of the council you are replying on behalf of and advise if you hold any accounts in accounts for any of the below names. Yes or No will be fine;
Clarion, Affinity Housing – Affinity Trust, Broom Leigh, Affinity Sutton Homes, Affinity Sutton Housing; Circle Housing - Circle 33, Circle Care & Support, Circle Anglia, Mole Valley Housing
If yes;
A)1 Please advise if you have any closed accounts that currently have credits, write-on’s, or rate overpayments held on account for Clarion, Affinity Housing – Affinity Trust, Broom Leigh, Affinity Sutton Homes, Affinity Sutton Housing; Circle Housing - Circle 33, Circle Care & Support, Circle Anglia, Mole Valley Housing in relation to all domestic Council tax and Non-Domestic Business Rates rating matters.
If yes;
A)2 please provide the account number, full account name, full account address including postcode, occupation dates start and end, the amount of credit due. (Please provide data by excel) I will provide BACS details to the council tax department for the refund to be processed.

The University of Leeds does not hold this information. The University is not a Council and therefore does not hold any relevant information. You may wish to contact the relevant local authorities in relation to your request.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk
If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins  
Freedom of Information Officer

Secretariat  
University of Leeds