



Disclosure Team
Ministry of Justice
102 Petty France
London
SW1H 9AJ

XXXX
XXXX

data.access@justice.gsi.gov.uk

September 2019

Dear XXXX

Freedom of Information Act (FOIA) Request – 190811004

You asked for the following information from the Ministry of Justice (MoJ):

- 1) Please provide the total number of ET1 received per month by each hearing centre for the last twelve months.**
- 2) Please provide the total number of tribunal claims received per month by each hearing centre for the last twelve months with a represented listed on the case-management system (whether that was added at a later stage or provided in the ET1).**

Your request has been handled under FOIA.

It has been passed to me because I have responsibility for answering requests relating to data in Her Majesty's Courts and Tribunals Service (HMCTS). HMCTS is an executive agency of the MoJ and is responsible for the administration of the magistrates' courts, the Crown Court, the County Court, the Family Court, the High Court, Court of Appeal and tribunals in England and Wales and non-devolved tribunals in Scotland and Northern Ireland.

I can confirm the MoJ holds the information you have requested. However, to provide as the request currently stands would exceed the cost limit set out in the FOIA.

Regarding Question one, Section 12(1) of the FOIA means public authorities are not obliged to comply with a request for information if it estimates the cost of complying would exceed the appropriate limit. The appropriate limit for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days determining whether the department holds the information, and locating, retrieving and extracting the information.

I would advise you that HMCTS have fifteen ET Hearing Centres administered through twelve administrative ET Hearing Centres. The administrative Hearing Centres are at Bristol, Cardiff, London East, Glasgow, Leeds, London Central, London South, Manchester, Midlands East, Midlands West, Newcastle and Watford.

There is no central system for recording ET1 forms received, each administrative Hearing Centre operates its own procedures. Not all ET1 forms received result in a claim. In order to provide you with the number of ET1 forms received at each of the twelve administrative offices, by month, for the period April 2018-March 2019 would require the location, retrieval and extraction of considerably in excess of 14000 records. The cost of doing that would exceed the appropriate limit. Consequently, we are not obliged to comply with your request.

Although we cannot answer your request at the moment, we may be able to answer a refined request within the cost limit. You may wish to consider, for example, specifying particular administrative Hearing Centres to be included in scope and/or reducing the timescale to be covered by your questions. Please be aware that we cannot guarantee at this stage that a refined request will fall within the FOIA cost limit, or that other exemptions will not apply.

For guidance on how to structure successful requests please refer to the ICO website on the following link: http://ico.org.uk/for_the_public/official_information

http://www.legislation.gov.uk/uksi/2004/3244/pdfs/uksi_20043244_en.pdf

Where section 12 applies to one part of a request we normally refuse all of the request under the cost limit as advised by the Information Commissioner's Office.

However, under Section 16 of the FOIA it is the duty of a public authority to provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.

I am therefore providing you with the information held by HMCTS which does not incur the FOIA Section 12(1) cost exemption outside of FOIA and on a discretionary basis below.

Outside of FOIA and on a discretionary basis I can tell you that the number of ET1 forms received by each ET Administrative Hearing Centres over the last twelve months where data is readily available is as below:

Total ET1 Forms Received					
	Cardiff	Leeds	Glasgow	Midlands West	Midlands East
Apr-18	133	263	376	350	146
May-18	167	279	409	328	197
Jun-18	190	330	7506	352	182
Jul-18	167	264	488	280	189
Aug-18	164	258	2302	314	195
Sep-18	126	290	897	461	180
Oct-18	175	361	1001	627	194
Nov-18	142	221	691	686	205
Dec-18	145	250	407	377	176
Jan-19	135	295	1141	393	225
Feb-19	127	259	810	506	189
Mar-19	139	291	359	576	206

Notes regarding the above data.

- The data is taken from disparate manual systems and as such is subject to any inaccuracies inherent in such an exercise.

Regarding Question two, outside of FOIA and on a discretionary basis I can confirm that the MoJ holds the information that you have requested and I have provided it in the attached tabulation.

Notes regarding the data provided.

- Information regarding representatives can change over the live cycle of a case and as such is only accurate as at the date the report is run.
- Although care is taken when processing and analysing the data, the details are subject to inaccuracies inherent in any large-scale case management system and is the best data that is available.
- The data may differ slightly to that of the published stats as this data was run on a different date.

Appeal Rights

If you are not satisfied with this response you have the right to request an internal review by responding in writing to one of the addresses below within two months of the date of this response.

data.access@justice.gov.uk

Disclosure Team, Ministry of Justice, 10.38, 102 Petty France, London, SW1H 9AJ

You do have the right to ask the Information Commissioner's Office (ICO) to investigate any aspect of your complaint. However, please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning their investigation.

Yours sincerely

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