

**Chief Executive and Strategic Directors'
Corporate Secretariat Manager**

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Mr S Feeney,

1st June 2005

Oxford,
OX4

Dear Mr Feeney,

East Oxford Healthy Living Initiative

I refer to the questions you asked at Executive Board on the 9th May 2005 and on behalf of the Chief Executive, I can respond as follows:

1. I wrote to the Executive Board on 7 February 2005 and to Mr Baish/Sarah Fogden 13 February 2004 about the failure by this local authority to provide statutorily disclosable information under the Audit acts. When can I inspect and copy the documents promised in Brenda Lammin's letter of 31 March 2005 via contact with the Chief Executive?

The documents are ready for your inspection. Please let me know when you wish to see them.

2. Can you confirm that the failure to retain Jim Barlow's invoice (response 6) is a breach of your document retention policy?

The failure to retain this particular invoice was due to human error. It was either misfiled or thrown out by mistake; neither would have been a deliberate action. A search is being made to see if a copy has been retained elsewhere. If in the unlikely event it has, I will forward a copy to you. Although the Council has not been able to let you have a copy of the invoice, it is aware of the amount involved and the service provided, details of which you have been sent previously.

3. Can you confirm that the failure to advertise the East Oxford Community Centre kitchen tender (responses 7 and 10) is a breach of your constitutional requirement to advertise tenders?

It was not a breach of the constitutional requirement as explained in response to your earlier question 7 (see Brenda Lammin's letter of the 31st March 2005).

4. Why have you failed to answer my question 6 about Oxford Greenprint contracts and when will I be allowed to inspect and copy Oxford Greenprint contracts or letters prior to issue of contract, which I understand are statutorily disclosable?

I am sorry that the response to your earlier question 6 did not cover contracts. The relevant documents are being obtained from the archived filing and will be made available to you. Please let me know when you wish to see them.

Yours sincerely,

Michael Newman
Corporate Secretariat Manager

