



FOI ref no: SCO/FOI/033/2025

Date: 23 October 2025

Dear Applicant,

Freedom of Information request clarification: reference SCO/FOI/033/2025 notified to us by email and received on the 16 September 2025.

1. Condition surveys: most recent estate-wide or building-level condition survey conducted since 1 Jan 2019: dates, sites covered, and any summary/executive report. If none since that date, give the last known survey date or confirm none held.

2. Access audits (1 Jan 2022–present): dates, report titles/refs, and number of sites audited per year. If tracked in a register, a summary export (counts per year) is sufficient.

3. Site plans currency: name of the system/repository (e.g., [CAD package]/[GIS]/[CAFM]); the documented policy on keeping plans current (provide the policy if held); and the date of the last recorded review/update confirming currency/accuracy.

4. M&E asset register: confirm existence; system name; date last updated; whether condition and/or criticality fields are recorded; approx. total count of maintainable assets; and any field list/data dictionary (if held).

(I am not requesting detailed asset locations or security-sensitive content.)

The Staffordshire Commissioners Office does hold the information requested.

1. Surveys undertaken 2021

- Baden Hall
- Bucknall
- Burslem
- Burton
- Cannock
- Cheadle
- Heard Court
- HQ – Weston Road
- Leek
- Lichfield
- Lindum House
- Meir
- Northern Area Custody
- Rugeley
- Stafford
- Uttoxeter

Surveys undertaken 2022

- Barton

Staffordshire Commissioners Office, Ground Floor, Block 9, Weston Road, Stafford ST18 0YY

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- Cheslyn Hay
 - Watling Custody
2. Information not held.
 3. Saved with DWG format (Auto CAD). Updated following major works and during stock condition surveys.
 4. Yes, a full asset register is held. Condition is not recorded at this level currently. Approximately 1650 assets.

Please be advised that all Freedom of Information request responses are published on the Staffordshire Commissioner's website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from the Staffordshire Commissioner's Office which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

By Post: Independent Review Manager
Staffordshire Commissioner's Office
Block 9, Staffordshire Police HQ
Stafford ST18 0YY

Email: FOI.PFCC@staffordshire-pfcc.gov.uk.

Please remember to quote the reference number in any future communications.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, considering the matters raised by the complaint.

4. Conclusion of the Appeal



On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

ICO Website for complaints

<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Yours sincerely

Freedom of Information Decision Maker