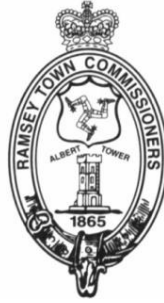


**Halley Baljagh,  
Rhumsaa,  
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Please address all correspondence  
to the Town Clerk.

FOI/HSB/021

8<sup>th</sup> August 2020

XXXX  
XXXX  
XXXX  
XXXX  
XXX

Dear xxxx

Your request –FOI021

Thank you for your request.

Information Requested

1. *Regarding a specific instance what exactly is involved when an officer is "authorized" to act as a temporary warden?*
2. *What documents are required to be completed for authorising wardens?*
3. *Regarding the training/qualifications involved for Wardens.*
  1. *What qualifications are required if any?*
  2. *What is the training if any, courses etc?*
  3. *How long is the training if any?*
  4. *Are refreshers required periodically and when?*
  5. *Are police checks carried out and can Wardens have criminal records?*

Cont/d .....

## *Freedom of Information Request – FOI21 – 8<sup>th</sup> August 2020*

### *4. Regarding a specific offence when the warden was covering leave.*

- 1. Was he authorized if so when?*
- 2. How long was he authorised to cover for?*
- 3. Had he done it before and for how long?*
- 4. Had he received training if so when?*

### Response to your request

Before answering the specific questions you have raised I would like to confirm we engaged the services of an external provider to undertake Town Warden duties. This contract commenced in June 2018. In addition, several officers from the Commission are authorised to act as a warden.

### *1. Regarding a specific instance, what exactly is involved when an officer is "authorized" to act as a temporary warden?*

A temporary Warden would provide holiday and sickness cover as required and as part of the Warden contract requirements. This would usually occur to cover periods of absence of the regular warden or when additional warden duties are required.

### *2. What documents are required to be completed for authorising wardens?*

In the case of wardens provided by our contractor they would notify us in advance of changes to the warden undertaking the duty so that a photographic ID card can be issued to identify them as a warden. In the case of contractor one would be issued for each warden that they supply to provide warden duties.

### *3. Regarding the training/qualifications involved for Wardens.*

- 1. What qualifications are required if any? No specific qualifications required*
- 2. What is the training if any, courses etc? Due to the nature of the role and being specific to Local Authorities, there are no specific Warden courses available. In-house training is provided.*
- 3. How long is the training if any? As long as the individual Warden requires until they are confident in the role.*
- 4. Are refreshers required periodically and when? Ongoing support and advice is provided as requested and required.*
- 5. Are police checks carried out and can Wardens have criminal records? Police / DBS checks are not undertaken by Ramsey Town Commissioners on the staff it authorises to undertake warden duties. We do not require our contractor to undertake Police/DBS checks.*

### *4. Regarding a specific instance where the warden was covering leave.*

- 1. Was he authorized if so when? In this instance the temporary warden was a principal of the contractor and had been issued with photographic ID in June 2018.*

Cont/d .....

2. *How long was he authorised to cover for?* He was authorised to act as a warden during the period of the contract with Ramsey Town Commissioners.

3. *Had he done it before and for how long?* The temporary warden had provided cover on at least 30 occasions.

4. *Had he received training if so when?* Yes, at the commencement of the Warden contract – June 2018.

### Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response, by completing a complaint form and submitting it electronically or by delivery/post to the sender of this letter at the address / email address above

An electronic version of the relevant complaint form can be found by going to our website – <http://ramsey.gov.im/default.aspx/categories/162/Freedom-of-Information/>

If you would like a paper version of the complaint form to be sent to you by post, please contact us and we will be happy to arrange for this. Your review request should explain why you are dissatisfied with this response, and should be made as soon as practicable. We will respond as soon as the review has been concluded.

If you are not satisfied with the result of the review, you then have the right to appeal to the Information Commissioner for a decision on;

1. Whether we have responded to your request for information in accordance with Part 2 of the Freedom of Information Act; or
2. Whether we are justified in refusing to give you the information requested.

In response to an application for review, the Information Commissioner may, at any time, attempt to resolve a matter by negotiation, conciliation, mediation or another form of alternative dispute resolution and will have regard to any outcome of this in making any subsequent decision.

More detailed information on your rights to review is on the Information Commissioner's website at: <https://www.inforights.im/>.

If anything is unclear, or if you have any queries concerning this letter, please do not hesitate to contact me.

Yours sincerely

xxxxx

Email: xxxxx