



My Ref: FOI/5326  
Enquiries to: Information Requests  
E-Mail: [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk)

Dear Requester,

**Re: Request for Information – Freedom of Information Act 2000**

I wish to confirm that the council has completed its search for the information which you requested.

The information requested and our findings are as follows: -

**1. What method is used to track staff working, in asset management?**

The Council does not track staff working in asset management.

**2. Are logs kept to track fuel use in private cars used for work for HMRC/claiming money back etc.?**

The council does not track fuel usage. Milage allowances are based on miles driven rather than fuel consumption in accordance with the HMRC Approved Mileage Allowance Payments (AMAP Rates).

**3. When leaving the office, do staff sign out and back in, does this also include where they are going if leaving for work?**

This is dependent on the reason staff are leaving the office. The council has lone working procedures in place and any requirement to sign in or out of the office would depend on the outcome of the relevant risk assessment.

If you have any queries about this letter, please contact Information Requests via email

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

If you are unhappy with the way the Directorate has handled your request, you may ask for an internal review. Please clearly mark your correspondence 'Complaint' and address it to:

Barnsley MBC  
Information Requests Team  
PO Box 634  
Barnsley  
S70 9GG  
email: [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.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. The Information Commissioner can be contacted at: -

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

Email: <http://www.ico.org.uk/foicomplaints>

Kind regards,

Information Requests Team, Barnsley MBC

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