

[REDACTED]

From: Freedom Of Information <FOI@east-ayrshire.gov.uk>
Sent: 16 February 2018 15:26
To: [REDACTED]
Subject: [PUBLIC] Thank you for contacting East Ayrshire Council

Thank you for contacting East Ayrshire Council. This is an automated response to advise you that your email has been received and is now being dealt with.

If you are making a Freedom of Information request, you will receive a response within 20 working days.

If your enquiry concerns any other matter, your email will be passed to the relevant section for appropriate action to be taken.

Regards,
FOI Team.

If you are visiting our offices and in an emergency situation will require help to evacuate the building please advise us of this so that a Personal Emergency Evacuation Plan (PEEP) can be completed

East Ayrshire Council's service commitment states that all

correspondence will be answered within seven working days of receipt.

Customers will be informed should the Council require additional time to

resolve their query. Please note that different legal standards apply to

Social Work.

This footnote confirms that this email message has been checked by

East Ayrshire Council for the presence of computer viruses before

being sent. Recipients should understand that we cannot maintain the

integrity of messages once they have left our network and you are

therefore advised to ensure you have adequate protective software

operating before reading emails from any source.

Please be advised that all of East Ayrshire Council's incoming and

outgoing email is subject to monitoring. This communication shall not

bind East Ayrshire Council, its officials or employees and shall not in any

way constitute or form part of a contract. Any view or opinion

expressed in this communication shall not be construed as that of East

Ayrshire Council.