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| Alex Parsons  By email only | Your ref:  Our ref: JA/305-18  Please ask for: Mrs J Askew  e-mail: janet.askew@bassetlaw.gov.uk  28 June 2018 |

Dear Alex

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

I refer to your e mail of 26 June 2018 requesting information pursuant to the Freedom of Information Act 2000. Your request can be summarised as ‘administration of FOI requests’

Whilst the Act confers a general right of access to information held by public authorities section 1 provides that “any person making a request for information to a public authority is entitled:

a) to be informed in writing by the public authority whether it holds information of the description specified in the request; and

b) if that is the case to have that information communicated to him”, subject to the effect of the exemptions in Part 11 of the Act.

Therefore pursuant to the Council’s duty to confirm or deny whether or not it holds the information requested I can confirm that the Council does hold the requested information and I can respond to your request as follows.

1. How many people are employed to deal with FOI? The Council employs one part-time Officer who, amongst other duties, administers FOI requests. Each Council Department then has a nominated FOI representative, who has responsibility for responding to FOI requests, which relate to their respective departments. The nominated FOI representatives deal with FOI requests in addition to the duties of their substantive posts.

2. What is the budget for administering FOI? There is not a specific budget allocated to the administration of FOI.

3. Do you use case management software for FOI? No. If so, which one? Not applicable.

4. Do you publish a disclosure log? No.

If you are dissatisfied with the Freedom of Information response set out in this letter you are able to utilise the Council’s complaints procedure which allows one right of review via this system. Details can be found using the link below:

<https://selfservice.bassetlaw.gov.uk/renderform.aspx?t=114&k=434B233ED36640BC017EF35BF398C7DFB159088D>

If you remain dissatisfied with the handling of your request or complaint the Act confers a further right to complain to the Information Commissioner at [www.ico.gov.uk](http://www.ico.gov.uk) or by writing to Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone 06125 545745), email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk), however the Information Commissioner will not usually consider a complaint if the complainant has not utilised their one right of review via the Council’s complaints procedure.

Yours sincerely



**Janet Askew**

**Legal Administrator/Central Freedom of Information Officer**