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|   **‎Complaints and FOI Team‏**‎London Borough of Bexley Civic Offices 2 Watling Street Bexleyheath Kent DA6 7AT‏ [www.bexley.gov.uk](http://www.bexley.gov.uk) | Logo  |

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| *m/r* | 5453197 | *Direct Dial* | ‎0203 045 3923‏ |
| *y/r* |   | *Date* | 27 June 2018 |

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| ‎annmarie.carroll@bexley.gov.uk‏ |
| *The person dealing with this matter is:* | ‎Annmarie Carroll‏ |

‎Alex Parsons‏
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Dear ‎Mr Parsons,

Thank you for your request for information received on 27 June 2018. I can confirm that the London Borough of Bexley holds some of the information requested, which I have set out below.

1. How many people are employed to deal with FOI?

**It is not possible to provide an accurate response to this question. The Complaints and FOI team log and monitor FOI requests but various officers within our service areas provide the response to the requestor.**

**The Complaints and FOI team also have numerous other duties including logging, recording and monitoring corporate and statutory complaints. The team consists of three Complaints and FOI Officers and one Head of Service.**

2. What is the budget for administering FOI?

**We cannot provide an accurate figure because as well as handling FOI requests, the Complaints and FOI team perform many other functions as explained above. However, the cost of the Complaints and FOI team to the council is £205,000 per year. This figure includes pension contributions, training and hardware expensive. It does not include fixed costs such as the running and maintenance of our Civil Offices where the team and many of our service areas operate.**

3. Do you use case management software for FOI? If so, which one?

**We use iCasework to manage our FOI requests.**

4. Do you publish a disclosure log?

**You can view our disclosure log at the following link: <https://www.bexley.gov.uk/bexleys-disclosure-log>**

If you have any questions, please contact me using the details above. If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

Complaint and Freedom of Information Officer
London Borough of Bexley
Civic Offices
2 Watling Street

Bexleyheath
Kent
DA6 7AT

Or by email to foi@bexley.gov.uk

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Yours sincerely,

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‎Annmarie Carroll‏
‎Complaints and FOI Officer‏
‎Complaints and FOI Service‏

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