

Name: Alex Parsons

By email: request-493901-68770c2f@whatdotheyknow.com

Email: inforequest@gedling.gov.uk
Web: www.gedling.gov.uk
Direct Line: 0115 9013951
Contact Centre: 0115 9013901

Our Ref: FOI8104
Your Ref:

Date: 03 July 2018

Dear Sir/Madam

Freedom of Information Request

Thank you for your email dated 26/06/18 requesting information about FOI requests.

I will deal with each of the questions raised in your email in turn.

How many people are employed to deal with FOI?

Specifically one person at 20 hours per week. In addition, an FOI representative is appointed within each department however FOI duties are included in their day to day jobs and cannot be quantified.

What is the budget for administering FOI?

There is no specific budget for the administration of FOI

Do you use case management software for FOI?

Yes, developed in-house

Do you publish a disclosure log?

Yes

I trust that this satisfies your request but if you have any queries please do not hesitate to contact me on telephone 0115 901 3951.

If you are not satisfied with how your request has been dealt with then you should complain by writing to the Chief Executive. Your complaint should be sent to executivesupport@gedling.gov.uk or marked for the attention of Executive Support at Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU.

If you are still not satisfied with the outcome of your complaint then you have a right of appeal to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone 01625 545 700 or www.ico.org.uk

Yours faithfully

Sarah Klapkowski
Information & Practice Manager
On behalf of the Director of Organisational Development and Democratic Services

Serving People Improving Lives