

Mr Alex Parsons

**PAUL JOHNSON**  
**DIRECTOR OF RESOURCES &**  
**DEPUTY CHIEF EXECUTIVE**

Resources Directorate  
ICT and Information Governance  
Council House  
Manor Square,  
Solihull West Midlands B91 3QB  
Minicom: 0121-704-8058  
Tel: 0121 704 6251  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Our Ref: 3570897

Please ask for: Andy Shipway  
Date: 28 June 2018

Dear Mr Parsons

### **Freedom of Information Act 2000**

I write further to your request for information, which we received on 27 June 2018.  
Our response is given below.

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

**Nobody is exclusively employed to deal with FOI requests but usually they are managed by 2 - full-time equivalents as part of their duties.**

2. What is the budget for administering FOI?

**There is not a specific budget.**

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

**Yes: ManageMyRequests from icasework.**

4. Do you publish a disclosure log?

**No.**

I hope this information is of interest and assistance. If however you are dissatisfied with the response you have received and wish to request a review of our decision or make a complaint about how your request has been handled you should write to the following address or reply to the email to which this letter is attached:

Corporate Information Governance Manager  
Resources Directorate  
ICT and Information Governance  
Council House, Manor Square  
Solihull, West Midlands  
B91 3QB

Your request for an internal review should be submitted to us within 40 days of receipt by you of this response. Any requests received after this time will be considered at the discretion of the Corporate Information Governance Manager.

If having exhausted the review process you are not content that your request or review has been dealt with correctly, you have a further right of appeal to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO will not make a decision until you have exhausted the complaints procedure provided by the council. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate). Website: [www.ico.org.uk](http://www.ico.org.uk).

Should you have any further questions please do not hesitate to contact me.

Yours sincerely

Andy Shipway  
Corporate Information Governance Manager  
Information Governance Team