



Chief Executive & Corporate Resources

Alex Parsons

Sent via email to:

request-494060-
6a7138d1@whatdotheyknow.com

Date: 6 July 2018
Our Ref: FIDP/011263-18
Enquiries to: Customer Relations
Tel: (01454) 86 8009
Email: FOI@southglos.gov.uk

Dear Alex

RE: FREEDOM OF INFORMATION ACT REQUEST

Thank you for your request for information received on 26 June 2018. Further to our acknowledgement of 03 July 2018, I am writing to provide the Council's response to your enquiry. This is provided at the end of this letter.

I trust that your questions have been satisfactorily answered. If you have any questions about this response then please contact me again via FOI@southglos.gov.uk or at the address below.

If you are not happy with this response you have the right to request an internal review by emailing FOI@southglos.gov.uk. Please quote the reference number above when contacting the Council again.

If you remain dissatisfied with the outcome of the internal review you may apply directly to the Information Commissioner's Office (ICO). The ICO can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or via their website at www.ico.org.uk

Yours sincerely

Customer Relations Team

cc CECR – Freedom of Information

FOI request reference: FIDP/011263-18	Request Title: FOI administration info
Date received: 27 June 2018	Service areas: Business
Date responded: 6 July 2018	

FOI Request Questions	Responses
<p>I would like to make an FOI request for the following pieces of information:</p> <p>If not all information is available, please treat questions individually.</p>	
1. How many people are employed to deal with FOI?	Various members of staff throughout the Council have involvement in the FOI process. This includes staff who consider, log and coordinate the requests, through to officers who help to provide information and compile responses. This involvement makes up part of a wider role. Therefore it is not possible to provide an exact number of people employed to deal with FOI requests.
2. What is the budget for administering FOI?	There is no specific budget for administering FOI requests as this is incorporated within wider service budgets.
3. Do you use case management software for FOI? If so, which one?	Yes, Respond CentrePoint.
4. Do you publish a disclosure log?	No, not at present.