



Finance and Corporate Resources
Executive Director **Paul Manning**
Administration and Legal Services
Head of Administration and Legal Services **Geraldine McCann**

Mr. A. Parsons

By e-mail:
request-494064-
7f7a387c@whatdotheyknow.com

Our ref: DMCL/CDCREQ/17354
Your ref:
If calling ask for: Donald McLardy
Phone: 01698 454576
Date: 2 July 2018

Dear Mr. Parsons

South Lanarkshire Council ("Council")
Freedom of Information (Scotland) Act 2002
Request for Information

I refer to your information request received by the Council on 26 June 2018 in which you ask for the following information:

1. How many people are employed to deal with FOI?
2. What is the budget for administering FOI?
3. Do you use case management software for FOI? If so, which one?
4. Do you publish a disclosure log?

Holding the Information

The Council has searched its records and only located the information in relation to 3.

I would advise that the Council currently uses Meridio but will, at a date still to be determined, start to use Objective.

The Council has searched its records in relation to 1, 2 and 4 and has not located any of this information.

Request refused in terms of section 17 of FOISA

Consequently, the Council cannot give you any of the information in relation to 1, 2 and 4 because it does not have it.

However, I would advise that:

1. There are no members of staff employed to deal with FOI. Requests are dealt with by relevant Council staff as part of their day to day duties;

11th Floor, Council Offices, Almada Street, Hamilton ML3 0AA
DX 579641 – Hamilton 3 Telephone: 01698 454576 Text Phone 01698 454039 E-mail:
donald.mclardy@southlanarkshire.gov.uk



INVESTOR IN PEOPLE



2. accordingly, there is no set budget for dealing with such requests; and
3. no disclosure log is published. However, the Council's Publication Scheme can be found at https://www.southlanarkshire.gov.uk/info/200176/sharing_information_with_you/1075/guide_to_the_freedom_of_information_publication_scheme. The Publication Scheme can also be seen in the Council's libraries and Q and A Offices.

Request for Review

The Council has a Review Panel to deal with complaints from people who are not happy about the way that it has handled their request. Staff not involved in the original decision will handle any review.

If you want to complain, you can ask the Review Panel to look at the way that we have dealt with your request. It will consider whether we have complied with the requirements of FOISA. Please note that if you wish to complain, you must do so by 22 September 2018. You must explain why you are not happy when requesting a review.

Please note that the Review Panel cannot consider any decisions taken by the Council or actions of the Council or any of its employees or a service provided by it that are not connected to the handling of your request for information.

You should send your request for a review to:

Mr. W. Dunn
Information Compliance Manager
Finance and Corporate Resources
Floor 11
Council Offices
Almada Street
Hamilton
ML3 0AA

Alternatively, you can request a review at foi.reviews@southlanarkshire.gov.uk.

Appeal to the Scottish Information Commissioner

If you are not happy with the outcome of the review, you can appeal to the Scottish Information Commissioner. The Commissioner will decide whether we have dealt with your request properly. Please see the Commissioner's website at www.itspublicknowledge.info for further details.

Yours sincerely



Donald McLardy
Solicitor