



FOI/ EIR request– FOI29120819 (Suffolk Coastal and Waveney)

Title: FOI Administration

Request

I would like to make an FOI request for the following pieces of 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?

If not all information is available, please treat questions individually.

Response

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

3 staff work on FOI admin - 2.5FTE across Suffolk Coastal and Waveney.

No member of staff works exclusively on FOI admin, this is part of their wider role.

All staff across both Councils are responsible for supplying responses to the admin team if required.

2. What is the budget for administering FOI?

Information not held - the staff who work on FOI admin do this as part of their wider role.

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

No.

4. Do you publish a disclosure log?

Yes. However, the most recent published data at present is for February 2018.