



City of Westminster

Alex Parsons

Corporate Services - Information Services Strategy
Westminster City Council
5 Strand
London
WC2N 5HR
Telephone 0207 641 3921
Email xxx@xxxxxxxxxxxxx.xxx.xx

Our ref: 7650634

Your ref:

Date: 24 July 2018

Dear Alex Parsons

Freedom of Information Act 2000

Thank you for your recent Freedom of Information request. You asked to be provided with the following information:

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?*

4.5

The Council's Information Management Team manages the administration of FOI's. Administering FOI's is one part of the teams portfolio.

- 2. What is the budget for administering FOI?*

£268,747.38

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

Yes, iCasework

- 4. Do you publish a disclosure log?*

No, the Council do not use the disclosure log function the system provides

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management Team
5 Strand
London
WC2N 5HR
xxx@xxxxxxxxxxxxx.xxx.xx

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

Tel: 0303 123 1113 or 01625 54 57 45

Fax: 01625 524510

Web: www.ico.org.uk

I will now close your request as of this date.

Yours faithfully

Westminster City Council