

Mr. Alex Parsons  
By email

19 July 2018  
Our ref: 4045195

Dear Mr. Parsons

Thank you for your request for information received on 26 June 2018.

This request is being handled under the Freedom of Information Act 2000.

I can confirm that the information requested is held by Harrow Council. I have detailed below the information that is being released to you.

You requested (**please see our answers in bold below**):

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

**2 x FOI officers.**

2. What is the budget for administering FOI?

**£90,000**

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

**The system we use is called I-casework.**

4. Do you publish a disclosure log?

**Yes.**

If you are dissatisfied with the way your request for information has been handled, you can request an internal review of Harrow Council's decision by writing to:

Mr Jonathan Milbourn  
Head of Customer Services & Access Harrow  
Civic Centre  
Civic 1  
Harrow Council  
Station Road  
Harrow  
HA1 2XF

Email: [xxxxxxxxxxxxxxxx@xxxxxx.xxx.xx](mailto:xxxxxxxxxxxxxxxx@xxxxxx.xxx.xx)

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House,  
Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: <http://www.ico.org.uk/complaints/handling/complain>

There is no charge for making an appeal.

Yours sincerely

Anna Batoryk  
FOI Officer - Access Harrow  
Resources & Commercial  
xxxx.xxxxxxx@xxxxxx.xxx.xx