

Our ref: 1682334  
5 July 2018

**Alex Parsons**  
???

Account reference:xxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

## **Freedom of Information Act 2000**

Dear Alex Parsons

I am writing further to your Freedom of Information request. Please see below:

### **Request**

How many people are employed to deal with FOI?  
What is the budget for administering FOI?

### **Response**

We have a Corporate Information Governance Team which consists of:

Head of Corporate Information Management  
2 Information Governance Officers

The Corporate Team deal with the administration of FOI requests and other governance duties/roles. In addition to this we have a FOI contact within each directorate who deal with FOI as part of their daily role.

In our Legal Services we have 4 Information Lawyers who advise of FOI matters if and when required in addition to their other duties.

There is no separate budget for the administering of FOI's.

### **Request**

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

### **Response**

We implemented a new management system last September, icasework.

### **Request**

Do you publish a disclosure log?

**Response**

Yes. We have a disclosure log on our website [www.birmingham.gov.uk](http://www.birmingham.gov.uk)

Please quote the reference number 1682334 in any future communications.

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:

Corporate Information Governance Team  
PO Box 16366  
Birmingham  
B2 2YY  
Email: [xxxxxxxxxxxxxx@xxxxxxxxxx.xxx.xx](mailto:xxxxxxxxxxxxxx@xxxxxxxxxx.xxx.xx)

If you are still dissatisfied with the Council's response after the internal review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF.  
Telephone: 01625 545 700  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

I will now close your request as of this date.

Yours sincerely

Corporate Information Governance Team

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