

Alex Parsons  
Email: request-493765-  
0a6e5730@whatdotheyknow.com

Our Ref : JDJ/FOI/344/18  
Your Ref :  
Date : 27 June 2018  
Ask For : Joan Jones  
Ext : 1601  
Email : joan.jones@ambervalley.gov.uk

Dear Mr Parsons

### **Freedom of Information Act 2000 – Request for Information**

Thank you for your email received 27 June 2018 requesting 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?”

### **Our obligation**

The Council is treating your request as having been made under the Freedom of Information Act 2000 (the “Act”).

When dealing with requests for information, the Council’s obligations include:

- (1) confirming or denying whether it holds information of the description specified in the request; and
- (2) Communicating the information requested to the applicant. You should note that this is effectively a decision that the information can be released into the public domain and not simply to the specific applicant.

Under the Act, the Council is required to release any information that it holds to you unless an exemption applies.

### **Response to your request**

I confirm that the information you have requested is held and I am able to give you the following:-

1. 1 FTE
2. The Council do not have a set budget for administering FOI.
3. Yes – developed in-house.
4. Yes.

If you are dissatisfied with the handling of your request, you may ask the Council for an internal review of the decision within 20 working days. Someone other than the person who took the initial decision will conduct the internal review. Requests for an internal review should be addressed to the Civic Links and FOI Officer at the above address. If, following the internal review, you are still not happy with the outcome; you have the right of appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliff House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 745  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

If you have any further queries, please contact me either in writing at the above address or by telephone on 01773 841601 and quote your ID No 344/18.

To help us to improve the quality of our responses to future Freedom of Information requests, any feedback you may have on this response would be appreciated. A copy of the Council's Customer Comments leaflet is attached to assist you.

Yours sincerely

Joan D Jones (Mrs)  
Civic Links & FOI Officer