

# AYLESBURY VALE DISTRICT COUNCIL

## Business Support & Enablement

Please ask for: Francisca Harpur

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Text Relay: prefix telephone number with 18001

Email: [Records@aylesburyvaledc.gov.uk](mailto:Records@aylesburyvaledc.gov.uk)

Our Ref: FOI 7278

Your Ref:



24 July 2018

TO: FOI REQUESTER

SENT BY EMAIL ONLY

Dear FOI Requester

### RESPONSE TO INFORMATION REQUEST

This request was answered under the Freedom of Information (FOI) Act 2000.

### REQUEST

Dear Aylesbury Vale District Council,

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

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

**One full-time member of staff but there are plans for a new part-time member of staff (15 hours per week) to be also trained in processing Freedom of Information requests. (These two members of staff do not deal exclusively with FOI tasks).**

2. What is the budget for administering FOI?

**There is no specific budget for administering FOIs.**

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

**No – we use an Excel spreadsheet.**

4. Do you publish a disclosure log?

**No**

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

Yours faithfully,

### RESPONSE

Thank you for your information request to Aylesbury Vale District Council (AVDC).

**Please see our response above.**

Should you require further information, please contact [records@aylesburyvaledc.gov.uk](mailto:records@aylesburyvaledc.gov.uk) or write to the Senior Support Officer at the address given below.

If you feel that your request has not been properly handled or if you are dissatisfied with the



outcome, you can request an internal review by e-mailing us at the above email address, or writing to us at:

Senior Support Officer  
Business Support & Enablement  
Aylesbury Vale District Council  
The Gateway  
Gatehouse Road  
Aylesbury  
Buckinghamshire  
HP19 8FF

Please note that you have the right to make a complaint direct to the Information Commissioner and details on how to do this are set out on the Information Commissioner's website [www.ico.org.uk](http://www.ico.org.uk) The Information Commissioner, however, will normally expect a complainant to have exhausted a public authority's internal review procedures first.

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