

Response to Request for Information

Reference: 872956
Date: 23/07/2018

FOI Administration

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

No members of staff are solely employed to deal with FOI. We have a central Info and Records Team that leads on FOI for the council as one part of a variety of responsibilities (Data Protection – including Subject Access requests and police disclosures – information sharing, information security, records management etc) and work in respect of collating information typically is done by officers in the team relevant to the request subject.

2. What is the budget for administering FOI?

There is no specific budget for administering FOI.

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

Requests are logged on Microsoft Dynamics as part of the Council's wider CRM system, rather than a bespoke FOI system being used.

4. Do you publish a disclosure log?

No. We previously published a disclosure log on our website but this was discontinued when our previous system (built in SharePoint) was no longer supported. We are instead looking at common FOI request themes and seeing if more data can be published about those as standard rather than publishing the specific FOI responses (which often have quite specific questions and future requests on the same topic invariably seek slightly different information).