

C&CR FOI Investigation Team
1st Floor Westfields
C/O Municipal Buildings
Earle Street
CREWE
CW1 2BJ
0300 123 5500
xxx@xxxxxxxxxxxxx.xxx.x

Alex Parsons

Date: 19 July 2018
Our Reference: 3098833

Dear Sir/Madam

Information Request - 3098833 - FOI administration

I am responding to your request for information, which has been considered under the Freedom of Information Act 2000 (FoIA) and logged as case 3098833.

Your request is as follows:

- 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?*

I can confirm that Cheshire East Council holds some of the information you have requested. I have detailed below point by point the information that is held.

- 1. How many people are employed to deal with FOI?*
2 FTEs.
- 2. What is the budget for administering FOI?*
The FOI and EIRs function falls within Cheshire East Council's Compliance and Customer Relations Team. The team is also responsible for the administration of complaints, SARs, data protection matters, RIPA and transparency. There is no specific budget for the administration of FOIs. There is a budget for the Compliance and Customer Relations Team of £410,247.
- 3. Do you use case management software for FOI? If so, which one?*

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4. *Do you publish a disclosure log?*

We are due to go live with the Disclosure Log in the next 6 weeks. We will publish all responses to EIRs and FOIs issued since 1st May 2018.

Please quote the reference number 3098833 in any future communications.

Please note that an anonymised copy of this response may be included in the Council's disclosure log, which will be available on the Council's website shortly.

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If you are not satisfied with the outcome of your request or if you are not happy with the way your request has been handled, you can request an internal review. Internal review requests should be submitted within 20 working days of our response by emailing xxx@xxxxxxxxxxxxx.xxx.xx or in writing to Compliance & Customer Relations Team, Cheshire East Council, 1st Floor, Westfields, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ.

If you are not content with the outcome of the internal review, you then have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113; Fax: 01625 524510 or <https://ico.org.uk>. The Information Commissioner will not normally investigate your case until the Council's internal review process has been completed.

Yours faithfully

Helen Sweeney
Senior Compliance and Customer Relations Officer
Cheshire East Council

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