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|  | **RESOURCES GROUP** | |
|  | Town Hall, Darlington DL1 5QT  Tel: (01325) 406777  DX 69280 Darlington 6  Website: [http://www.darlington.gov.uk](http://www.darlington.gov.uk/) | |
| Mr Alex Parsons  Email - [request-493851-8d2a577d@whatdotheyknow.com](mailto:request-493851-8d2a577d@whatdotheyknow.com) | | Date :  Please ask for :  Direct Line :  Your Reference :  Our Reference :  Document Name : | 24 July 2018  Sue Reynolds  (01325) 406777  -  DBC-0863-18 |

# Dear Mr Parsons

# Freedom of Information Act 2000 - Information Request

Your request for information, received 26 June 2018, has now been considered. Below is an outline of your request with our responses added alongside.

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

***How many people are employed to deal with FOI?***

FOI requests are administered by the Complaints and Information Governance Team.  Administering FOI requests is only part of the function of the team which also administer EIR Requests, Data Protection Requests, Complaints and a number of governance functions within the Local Authority.  There are 3 Complaints and Information Governance Assistants, 1 Information Governance Officer and 1 Complaints and Information Governance Manager, which equates to 4.14 full time equivalent posts (FTE)

***What is the budget for administering FOI?***

We do not have a specific budget for administering FOI.

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

Yes. Aptean Respond.

***Do you publish a disclosure log?***

Darlington Borough Council does not publish a disclosure log.

If you are dissatisfied with the handling of your request or would like to request an internal review of our response, please write to:

Complaints and Information Governance Manager

Darlington Borough Council

Neighbourhood Services and Resources Group

Town Hall

Darlington

DL1 5QT

E-mail: [freedomofinformation@darlington.gov.uk](mailto:freedomofinformation@darlington.gov.uk)

You can also obtain further information from the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire   
SK9 5AF   
Tel:   0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely

**Freedom of Information Officer**