

Mr Alex Parsons  
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[www.harlow.gov.uk](http://www.harlow.gov.uk)

Our Ref: RFI80105365  
Date: 26<sup>th</sup> July 2018

**Re: Request for Information - Reference Number RFI80105365 - Please quote this reference number if contacting the Council in relation to this matter.**

Dear Mr Parsons,

Thank you for your request for information, which was received on the 29<sup>th</sup> June 2018. Your request has been considered under the Freedom of Information Act 2000.

### **Request**

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

### **Response**

Please find below the information you requested. Please note that where Harlow Council does not hold the information requested under the Freedom of Information Act 2000, it will, at its discretion, endeavor to answer your query outside the scope of the Act.

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

Harlow Council does not hold the information you have requested as there are no current posts for FOI officers. However, 32 officers are trained to answer FOI requests for their departments as part of their existing roles.

#### **2. What is the budget for administering FOI?**

The cost of undertaking the FOI function within the financial year 2017/18 was £54,000.

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

Harlow District Council currently use the Firmstep Platform.

#### 4. Do you publish a disclosure log?

Harlow District Council does not currently publish a Disclosure Log.

Contact me again if you require any further assistance with your request and I will do my best to provide relevant help and advice.

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If having exhausted the review process you are not content that your request or review has been dealt with correctly, you have a further right of appeal to the Information Commissioner for a decision by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,



**Amy Layton**

Freedom of Information Officer

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