

RIBBLE VALLEY BOROUGH COUNCIL



Council Offices
Church Walk, Clitheroe
Lancashire, BB7 2RA

Tel Number: 01200 414536
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2 July 2018

Alex Parsons

request-494027-92e6fcc5@whatdotheyknow.com

Dear Sir/Madam

Re: Freedom of Information Request Reference: 5148

Thank you for your request for information of 26 June 2018. It was received by Ribble Valley Borough Council ("the Council") on 26 June 2018 and has been dealt with under the terms of the Freedom of Information Act 2000 ("the Act").

Your enquiry:

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?

With regard to your enquiry, we would respond as follows:

1. 0.5.
2. Unable to provide this information as administering FoI and EIRs is incorporated into the role of Part Time Legal Administrator.
3. None.
4. Disclosure Logs can be found on the Council's website
https://www.ribblevalley.gov.uk/info/200390/data_protection_and_freedom_of_information/1515/freedom_of_information_foi

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If you have any queries about this email please feel free to contact me at the above email address.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision you should write to

Diane Rice,
Head of Legal and Democratic Services
Ribble Valley Borough Council,
Council Offices,
Church Walk,
Clitheroe,
Lancashire,
BB7 2RA.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the Information Commissioner's Office cannot make a decision unless you have exhausted the complaints procedure provided by Ribble Valley Borough Council.

The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Yours faithfully

Katharine Collinge
Legal Assistant and Freedom of Information Officer
Work Pattern: *Monday all day/ Tuesday all day / Wednesday am*