

**Julie Speakman**  
**Head of Executive Support**Dukinfield Town Hall, King Street  
Dukinfield, SK16 4LA

Call Centre 0161-342-8355

[www.tameside.gov.uk](http://www.tameside.gov.uk)email: [executivesupport@tameside.gov.uk](mailto:executivesupport@tameside.gov.uk)Doc Ref FOI 7703  
Ask for Julie Speakman  
Direct Line 0161 342 2105  
Date 18 July 2018

Mr Alex Parsons

By email:

[request-494094-8ded81dc@whatdotheyknow.com](mailto:request-494094-8ded81dc@whatdotheyknow.com)

Dear Mr Parsons,

**Freedom of Information – Unique Reference: FOI 7703**

Thank you for your request for information dated 26 June 2018, which the Council received by email. You have requested the following 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?*

I am pleased to advise that the Council can provide the information that you have requested.

**Questions 1&2**

A number of staff within the Executive Support Team are responsible for the administration and processing of the Freedom of Information requests received by the authority. This will usually be in the main an Executive Support Administrator role (Grade E £19,446 - £21,693) supported by an Executive Support Clerk role (Grade C £ 17,391 – £17,972). Freedom of Information requests are not the primary tasks of these roles, they are one of many that are carried out in the service.

**Questions 3&4**

No.

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 the Council's decision, please write to Sandra J Stewart, Borough Solicitor, at Tameside Metropolitan Borough Council, Dukinfield Town Hall, Dukinfield, Tameside SK16 4LA.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. The Commissioner cannot normally make a decision unless you have exhausted the complaints procedure provided by the Council. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF and at [www.ico.gov.uk](http://www.ico.gov.uk).

Yours sincerely,

**Julie Speakman**  
**Head of Executive Support**