

Wednesday 04th July 2018

Alex Parsons
request-494141-
95043e00@whatdotheyknow.com

Information Governance Team
Corporate Services & Digital
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Our ref: RFI ENQ09395-REQ002

Dear Alex Parsons

Freedom of Information Request - ENQ09365-REQ002 JD - FOI Administration Info

Thank you for your request for information dated 26/06/2018 in which you asked for 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?*

Under the Freedom of Information Act 2000 ('the Act') The Council is obliged to:

- Let you know whether we hold the information you have requested
- Provide you with the requested information, if held, (subject to any exemptions under the Act which may apply).

I can confirm that Wiltshire Council holds some of the information you have requested. The information you requested is as follows;

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

The FOI function comes under the Information Governance Team which is made up of an Information Governance Manager supported by four separate posts of Information Assurance Lead, Records Management Lead, Data Protection Lead and Freedom of Information Lead who are supported by two Senior Information Governance Officers and four Information Governance Officers.

The Freedom of Information Lead is responsible for the council's compliance with the FOI legislation. The Senior Information Governance Officers and Information Governance Officers are not employed to exclusively process FOI requests; the Team is responsible for processing requests for information under the data protection legislation (GDPR 2016/DPA 2018), access to information legislation (FOI/EIR) and dealing with other information governance related matters.

2. What is the budget for administering FOI?

Information not held. There is no specific budget for administering FOI requests. As described above the FOI function is one element of the IG Teams responsibilities and is not separately budgeted for. The IG team is also not separately budgeted for; it is part of a larger organisational structure.

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

Deltascheme RFI supplied by <https://www.deltascheme.com/>

4. Do you publish a disclosure log?

<http://www.wiltshire.gov.uk/data-protection-foi-log>

Information supplied under the Act may be subject to copyright protection under the Copyright, Designs and Patents Act 1988. You can use the information provided in response to your request under the terms of the [Open Government Licence](#).

If you are dissatisfied with the above response you have a right to request a review of your request for information. Details of the complaints and review procedure are appended to this letter.

Yours sincerely

Jenny Dando
Information Governance Officer

Email: FOI@wiltshire.gov.uk

Freedom of Information Complaints & Review Procedure

Any person who has requested information from Wiltshire Council, which has been dealt with under the Freedom of Information Act is entitled to complain and request an internal review of their request for information if they are dissatisfied with the response they have received.

Requests for review of Freedom of Information requests must be made in writing (includes email) to:

Freedom of Information Lead
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Email FOI@wiltshire.gov.uk

Please include the reference number, date of your request and details of why the review is being requested. Requests for review should be brought to the attention of the Freedom of Information Lead within 40 calendar days of the response to the original request.

Any request for review will be acknowledged in writing confirming the reasons for the review. The Freedom of Information Lead will allocate the review to someone who is independent of the original decision. The person conducting the review will set a target date for a response with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The reviewer will conduct a full review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account any matters raised by the requestor.

On completion of the review the reviewer will reply to the requestor with the result of the review. If the requestor is still dissatisfied following the review they should contact the Information Commissioner to appeal the decision. The Information Commissioner can be contacted using the following details:

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

Tel: 0303 123 1113 (local rate)
01625 545 745 (national rate)

Email: casework@ico.org.uk