



Brighton & Hove City Council
4th Floor Bartholomew House
Bartholomew Square
Brighton
BN1 1JE

Mr Alex Parsons

FOI Reference: 1521835

Direct Dial: 01273 295959

Email: xxxxxxxx@xxxx.xxxxxxxxxxxxxx.xxx.x

Date: 5 July 2018

Your reference:xxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxxx.xxx

Dear Mr Parsons

Freedom of Information Act 2000

Please find our response to your FOI request below;

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

FOI is administered centrally by the Information Governance Team. One staff member works on it full time, with input from three others as and when required to support initial case handling, internal reviews or ICO casework.

There are also 30 FOI coordinators distributed throughout the organisation, which serve as a liaison point for the central team. The FOI coordinators do not work full time in this capacity, but do it in concert with wider departmental duties.

2. What is the budget for administering FOI?

This information is partially held. Although there is no single budget line for FOI, the establishment cost of the full time Information Compliance Officer is £26,423. There is partial involvement from all other members of the Information Governance Team but it is not possible to quantify the proportion of effort from these roles and therefore the aggregate costs to the Council of their time. The same applies to the departmental FOI coordinators.

In addition, case management license and support costs are £4,590 in 2018/19 and will be £2,974 in 2019/2020.

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

Yes. iCasework.

4. Do you publish a disclosure log?

The disclosure log is published on the Council website at the following URL:
<https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/freedom-information-disclosure-log>

Please quote the reference number 1521835 in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

xxxxxxxx@xxxx.xxxxxxxxxxxxxx.xxx.xx

or by post to;

Information Governance Team
Brighton & Hove City Council
4th Floor, Bartholomew House
Bartholomew Square
Brighton
BN1 1JE

If you are still dissatisfied with the Council's response after the internal review you have a right of appeal to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.
Telephone: 01625 545 700
Website: www.ico.gov.uk

We will now close your request as of this date.

Yours sincerely

Information Governance Officer