

Enquiries to: Information Team
Our Ref: FOI606268



**Liverpool
City Council**

request-493957-f25e1ce7@whatdotheyknow.com

Dear Mr Parsons

Freedom of Information Request 606268

Thank you for your recent request received 27 June 2018. Your request was actioned under the Freedom of Information Act 2000 in which you requested the following information –

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?*

If not all information is available, please treat questions individually.

Response:

Liverpool City Council would advise as follows –

1. The Information Team deals with requests received under the Freedom of Information Act 2000, Environment Information Regulations, Data Protection Act 2018 and General Data Protection Regulation. The Information Team comprises Officers from within Democratic Services, with a total of 4 FTE individuals having responsibility included within their Job Description – however and to be clear, the Officers concerned have wider responsibilities and as such dealing with Information Requests is only a small element of their responsibilities. In addition each Directorate has Information Champions to support the dissemination of information across the organisation and to ensure information required for responses is collated. Responses are issued either by the Information Champion or by the Information Team directly.
2. There is no specific budget allocated for dealing with Freedom of Information Requests. Costs are contained within the overall Democratic Services budget and are not disaggregated.
3. I-Casework.
4. A Disclosure Log will be made available on our website during this calendar year.

This concludes our response.

The City Council will consider appeals, referrals or complaints in respect of your Freedom of Information Act 2000 and you must submit these in writing to Informationrequests@liverpool.gov.uk within 28 days of receiving your response. The matter will be dealt with by an officer who was not previously involved with the response and we will look to provide a response within 40 days.

Liverpool City Council Information Team
Cunard Building, Water Street, Liverpool, L3 1DS
E: informationrequests@liverpool.gov.uk



If you remain dissatisfied you may also apply to the Information Commissioner for a decision about whether the request for information has been dealt with in accordance with the Freedom of Information Act 2000. The Information Commissioner's website is www.ico.gov.uk and the postal address and telephone numbers are:-

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK95AF. Telephone 0303 123 1113. Email – mail@ico.gsi.gov.uk (they advise that their email is not secure)

I trust this information satisfies your enquiry.

Yours sincerely

A Lewis

Angela Lewis
Information Team