



**Fiona Ledden**  
**City Solicitor**

PO Box 532  
Town Hall Manchester M60 2LA  
DX 714441 Manchester 1

9<sup>th</sup> July 2018

Email: request-493962-51cd2d1a@whatdotheyknow.com

Dear Mr Parsons

**Re: Request for Information – FOI Administration**  
**Reference Number: SOL/B25CTE**

Thank you for your request for information, which was received by Manchester City Council on 26<sup>th</sup> June 2018 and has been considered under the provisions of the Freedom of Information Act 2000 (“the 2000 Act”).

The detail of your request and the Council’s response is provided below.

1. *How many people are employed to deal with FOI?*  
Information governance matters are not dealt with by a single team. Instead, a number of teams have particular responsibilities in relation to this area. It should also be noted that the staff within these teams do not deal exclusively with information governance matters (they also have responsibility for other matters).
2. *What is the budget for administering FOI?*  
This information is not recorded by the Council.
3. *Do you use case management software for FOI? If so, which one?*  
No
4. *Do you publish a disclosure log?*  
No

Please note if you are not satisfied with this response you may ask for an internal review. If you wish an internal review to be undertaken you should contact the Democratic Services Legal Team, whose address is, PO Box 532, Town Hall, Manchester, M60 2LA, email: [informationcompliance@manchester.gov.uk](mailto:informationcompliance@manchester.gov.uk) in the first instance. A copy of the Council’s access to information complaints procedure can be

downloaded from

[http://www.manchester.gov.uk/downloads/download/6095/access\\_to\\_information\\_complaints\\_and\\_appeal\\_procedure](http://www.manchester.gov.uk/downloads/download/6095/access_to_information_complaints_and_appeal_procedure).

If you are not content with the outcome of the internal review process, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at:

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

Tel: 01625 545700

Fax: 01625 524510

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

If you have any queries about this letter please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Cath Cryer  
Democratic Services