Dear Mr Parsons,

Request for Information: Freedom of Information Act 2000
Please quote our reference: E31098
Subject: Administration of FOI

We write with regard to your recent enquiry for information held by the Council under the provisions of the Freedom of Information Act 2000.

We trust that the information provided is satisfactory. You are free to use the information for your personal use only. For future reference we publish information on our website, including the Freedom of Information Publication Scheme.

It is important to note that under the Privacy and Electronic Communications (EC Directive) Regulations 2003 the Council asks not to receive unsolicited marketing communication.

Request and Response

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

Two officers are employed to deal with all FOI responses submitted to the Council.

2. What is the budget for administering FOI?

The budget is £104,000 per year. This is inclusive of ‘on’ costs in the employment of two officers and 0.5 FTE of an administrative assistant.
3. Do you use case management software for FOI? If so, which one?

We currently use an in-house custom built IT system for FOI Case Management.

4. Do you publish a disclosure log?

We have in the past published a disclosure log but due to the limitations of our current system we are unable to manually compile the vast quantities of data involved in the compilation.

If you require any further information or are not happy with our response please do not hesitate to contact a member of our team on (020) 8430 2000 or email us at information.governance@newham.gov.uk.

Yours sincerely,

Information Governance
Newham Council