

Date: 2 July 2018
Our ref: 1937796
Contact: Elsa Heath
Direct dial: 01934 634609
Email: xxxx.xxxxxx@xxxxxxxxxxx.xxx.xx



A Parsons
By email

Corporate Services - Information requests
North Somerset Council
Town Hall
Weston-super-Mare
BS23 1UJ

DX 744900 Clevedon

Dear Sir/Madam

Freedom of Information Act 2000

Thank you for your recent request for information regarding the management of FOI requests. I can confirm that the information requested is held by North Somerset Council. Please see the enclosed Word document entitled 'Response to FOI 1937796' for this information.

North Somerset Council now considers that it has complied with your request. However, you have a right to appeal if you are dissatisfied with our response. Requests for an internal review must be made in writing, and within 40 calendar days of this response being issued to you. When requesting an internal review, please include your reference number, the date of your original request and your contact details. Please also include an explanation of why you are dissatisfied with our response. Requests for an internal review should be sent to:

Information Governance
Town Hall
Weston-super-Mare
BS23 1UJ

DX 744900 Clevedon

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:
The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Phone: 0303 123 1113
Website: www.ico.gov.uk

I will now close your request as of this date.

Yours faithfully

Elsa Heath
Information Governance Assistant