



# South Tyneside Council

Date: 29th June 2018

Our Ref: FOI 18 19778

Alex Parsons  
[request-494071-75643486@whatdotheyknow.com](mailto:request-494071-75643486@whatdotheyknow.com)

Dear Mr Parsons

## Freedom of Information Request

I refer to your Freedom of Information Request received on the 26th June 2018

Your request asked for the following information:

### Your Request

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.

### Council's Response

1. How many people are employed to deal with FOI?  
**The Information Governance Team consists of 5 officers. However, the team do not work exclusively on FOI requests**
2. What is the budget for administering FOI?  
**There is no specific budget for administering FOI**
3. Do you use case management software for FOI? If so, which one?  
**The Council does not use case management software for FOI**
4. Do you publish a disclosure log?  
**The Council does not publish a disclosure log**

### Copyright Procedure

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### Internal Review Procedure

If you are dissatisfied with the handling of this enquiry you can invoke the Council's internal review procedures to ask for an independent review of your request. All such requests must be sent to us within 4 weeks and must clearly state in writing your reference number and your reasons for your request for internal review.

The Information Governance Team can be contacted at the following address:  
Information Governance Team, Town Hall and Civic Buildings, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.

### Information Commissioner's Office (ICO)

Should you remain dissatisfied with the final outcome of the internal review process you can write to the Information Commissioner to ask for an independent review. The Information Commissioner is the Government's Independent Body responsible for overseeing the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004.

Please do note the ICO will only review cases that have exhausted the Council's internal review procedures. All correspondence to the ICO must quote the Council's reference number and your reasons for your appeal.

The ICO's contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. More information can be found on the ICO's website at [www.ico.org.uk](http://www.ico.org.uk)

If you have any further queries about this matter then please do not hesitate to contact us.

Yours sincerely

**Neil Purvis**  
**Performance and Information Coordinator**  
**Information Governance**

Tel: 0191 424 6539

Email: [foi@southtyneside.gov.uk](mailto:foi@southtyneside.gov.uk)

Information Governance, Town Hall and Civic Offices,  
Westoe Road, South Shields, Tyne and Wear, NE33 2RL