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Information Governance Team
Finance and Governance

accessinfo@southwark.gov.uk

Date 13 July 2018

Ref: 945673

Mx A Parsons

Via Email

request-494072-b1c69b5b@whatdotheyknow.com

Dear Mx Parsons

Your request for information

Thank you for your request for information, which we received on the 26 June 2018. Your request has been reviewed and responded to as a legal obligation pursuant to the Freedom of Information Act 2000.

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?

Our response

1. It is the responsibility of all Southwark Council staff to assist in the processing of Freedom of Information requests. Information on the structure of the council can be found on our website: <http://www.southwark.gov.uk/council-and-democracy/freedom-of-information-and-data-protection/open-data?chapter=6>

Under section 21 of the Freedom of Information Act 2000, the council is not obliged to provide a response if the information requested is already reasonably accessible in the public domain.

2. There is no specific council budget for administering FOIs.
3. Yes, the council uses the case management software *iCasework*.
4. No, we do not publish a disclosure log.

Please note that under the Privacy and Electronic Communications (EC Directive) Regulations 2003 Southwark Council ask not to receive unsolicited marketing communications.

You are free to use the information provided for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, requires the permission of the copyright holder. If you have any queries or concerns then please contact us using the above details.

If you are unhappy with the service you have received in relation to your request and wish to make an appeal for a review of our decision, you should contact us at accessinfo@southwark.gov.uk, quoting the reference number above.

If you are not content with the outcome of your appeal you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have first exhausted our internal appeal procedure and you should contact her within 2 months of the outcome of your internal appeal. Further information on the Freedom of Information Act is available through the Information Commissioner at www.ico.gov.uk.

Yours sincerely

Matthew Couch

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