**Request Reference: 18190511**

**Date received: 26 June 2018**

**Date response sent: 10 July 2018**

**I would like to make an FOI request for the following pieces of information:**

**1. How many people are employed to deal with FOI?**Torbay Council does not employ staff solely to process FOI requests. This work is undertaken by the Information Compliance Team whose role also includes the processing of all requests for information, processing and reviewing complaints, dealing with persistent customers, processing Member/MP enquiries, Records Management, Data Protection and some Information Security tasks.

 As at 31st March 2018 there were 3 x FTE in post within Information Compliance.

**2. What is the budget for administering FOI?**The Council does not have a specific budget for administering FOI requests.

**3. Do you use case management software for FOI? If so, which one?**No, the Council has an in-house system.

**4. Do you publish a disclosure log?**Yes – [www.torbay.gov.uk/disclosure-log](http://www.torbay.gov.uk/disclosure-log)