



WARRINGTON

Borough Council

Professor Steven Broomhead
Chief Executive

Alex Parsons

Reply via: request-494119-cd47691f@whatdotheyknow.com

Gareth Hopkins
Assistant Director Customer and
Business Transformation

Quattro 4th Floor
Buttermarket Street
Warrington
WA1 2NH

27th July 2018

Our ref: **FOI/CORP/2385**

Dear Alex,

Freedom of Information Act Request: FOI Administration Information

I am writing in response to your email of 26th June requesting information about the administration of the FOI process in the Council.

Please see the responses below in answer to your questions.

1. How many people are employed to deal with FOI?
The Council does not directly employ any members of staff to deal with FOI requests. We have FOI reps in each directorate who log, circulate, process and send out requests. All staff have this as part of their role amongst other tasks and are not dedicated solely to FOI/EIR requests. Depending on other workloads some members of staff will only process requests as contingency when the usual reps are on leave.

We have approximately 7 staff across the Council who process requests at any point in time.
2. What is the budget for administering FOI?
The Council does not have a budget for administering FOI requests. Therefore we do not hold the information as specified in your request.
3. Do you use case management software for FOI? If so, which one?
The Council does not use case management software for its FOI requests. Therefore we do not hold the information as specified in your request.
4. Do you publish a disclosure log?
The Council does not currently publish a disclosure log. Therefore we do not hold the information as specified in your request.

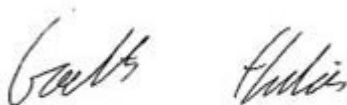
If you are not satisfied with my response to your request for information, you may ask the Council for an internal review of this decision. You should write to Paul Clisby, Legal Services Manager, Warrington Borough Council, Quattro, Buttermarket Street, Warrington, WA1 1BN, giving details of your complaint. You should do this as soon as possible, or, in any case, within two months of your request being refused.

If, following the outcome of the internal review, you remain dissatisfied with the Council's response to your information request, you have the right under section 50 of the Freedom of Information Act 2000 to appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Fax: 01625 545 510
Email: enquiries@ico.gsi.gov.uk

Yours Sincerely



Gareth Hopkins
Assistant Director – Customer & Business Transformation
Corporate Services Directorate