



Alex Parsons

Information Management
Shire Hall
Warwick
CV34 4RL

Telephone 01926 412211

Email xxxxxxxxxxxx@xxxxxxxxxxxxx.xxx.xx

Please ask for Bruce Green

Our ref: 3485029

Your ref:

Date: 18 July 2018

Dear Sir / Madam

Freedom of Information Act 2000

Your request for information has been considered by Warwickshire County Council under the Freedom of Information Act 2000. I can confirm that some of the information you have requested is held by Warwickshire County Council.

However, please be advised we are unable to provide all of the information you have requested. This is because some of the information you have requested is not held by Warwickshire County Council. Please see below for further details, and explanation.

You asked us:

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

1. How many people are employed to deal with FOI?

Within the Information Management Team 2 full time staff are employed to deal with Freedom of Information requests.

Please note - Although Warwickshire County Council only have 2 people dedicated solely to the management of FOI requests, there are other staff across the council who process FOI requests, but this is combined with other duties.

2. What is the budget for administering FOI?

We don't have a defined budget for administering FOI. This is because FOI is dealt with across the whole council, so although we only have 2 people dedicated solely to the management of these requests, there are others across the council who process

requests but this is combined with other duties.

3. Do you use case management software for FOI? If so, which one?

Yes, 'Manage My Requests'. This is an icasework product.

4. Do you publish a disclosure log?

Yes, this is available on our access to information page. Please follow the link below:

<https://www.warwickshire.gov.uk/accesstoinformation>

Under the 'Access to Public Information' section you will find a link to the online disclosure log.

If not all information is available, please treat questions individually.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management
Shire Hall
Warwick
CV34 4RL
xxxxxxxxxx@xxxxxxxxxxxxx.xxx.xx

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

Bruce Green
Information Rights Officer

