

This matter is being dealt with by:

Name Alex Parsons

Reference: NCC-032075-18

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**Nottinghamshire
County Council**

Private & Confidential

To be opened by addressee only

18th July 2018

Request for Information: Ref NCC-032075-18
Freedom of information requests

Thank you for your request for information relating to freedom of information requests I can now let you have the following information in response to the questions you raised.

How many people are employed to deal with FOI? In terms of full time employees there are broadly 5.8 dealing with info requests and data breaches.

Please note that the FTEs dealing with Info requests may at times pick up other areas of work (complaints) and other in the team may also pick up FOIs and SARS.

What is the budget for administering FOI? There is no specific budget for administering FOI it is part of the work of the Complaints and Information Team which carries out a number of functions. It is the responsibility of the Team Manager to allocate resources within the team as necessary. There is also the time of operational staff who provide the information there is no recorded information held about the amount and cost of that time.

Do you use case management software for FOI? If so, which one? Yes, Apteon Respond

Do you publish a disclosure log? Yes, available here:

<http://www.nottinghamshire.gov.uk/council-and-democracy/freedom-of-information/disclosure-log>

We hope this now satisfies your request, and should you have any further enquiries please do not hesitate to contact me directly using the contact details below. In addition and for future reference Nottinghamshire County Council regularly publish previous Freedom of Information Requests and answers on our website, under Disclosure logs, available at the following link:

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email complaints@nottsc.gov.uk.

Yours sincerely

Name Jilly Walden

Position Complaints information and Mediation Officer
Nottinghamshire County Council

Complaints & Information Team, Nottinghamshire County Council, County Hall, Loughborough Rd, West Bridgford, Nottingham, NG2 7QP