



Information Governance

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10 October 2017

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA) Request ID: REQ03245

Thank you for your request for information relating to Freedom of information requests.

1. What system(s) do you use to log and monitor FOI requests? E.g. spreadsheet, Access database, specialist software (please identify the brand/supplier if so)

Sharepoint

2. What criteria do you use to decide whether correspondence should be logged as an FOI request or (for example) handled as "business as usual"?

The ICO guidance/ FOIA Act

3. Are requesters' names routinely removed from requests before they are circulated more widely within the authority?

No

Part 2: The following questions aim to establish what resources your authority allocates to the support of FOI centrally, and whether requests are answered by a central team or devolved to departments across the authority.

4. Do you have an individual member of staff and/or team with lead responsibility for FOI (e.g. FOI Officer or Information Governance team)?

Team

5. If so, how many FTE staff are there in this team?

6

6. What other responsibilities do staff in this team have? (E.g. Data Protection, records management, etc.)

Data protection, Records management, Information sharing requests, Subject Access requests, CCTV requests, and Environmental Protection requests.

7. Are responses to FOI requests normally drafted by the central FOI Officer/team, or are they drafted by staff in the department with lead responsibility for the subject matter of the request?

Both

8. Who approves responses before they are sent out?

Information Governance/Senior Management

Part 3: The following questions are designed to establish the timeliness of responses and how this is monitored within the authority.

9. How many FOI requests did your authority receive in 2016? Please include requests under the Environmental Information Regulations (EIR) within this figure if you log these separately.

Please refer to the Information Governance Annual Report, available on the Council's website:

<http://democraticservices.coventry.gov.uk/documents/s35112/201617%20Information%20Governance%20Annual%20Report.pdf>

We therefore do not have to provide the information as per Section 21 of the FOIA.

10. How many of those FOI & EIR requests received in 2016 did your authority answer within 20 working days?

As above.

11. Who is FOI performance (e.g. request volumes and timeliness) reported to internally?

Senior management/Information Management Strategy Group

12. How often are such reports made?

Quarterly

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Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its FOI/EIR [Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email casework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance