



Information Governance Team

Postal Address:
Coventry City Council
PO Box 7097
Coventry
CV6 9SL

www.coventry.gov.uk

E mail: infogov@coventry.gov.uk

Phone: 024 7697 5408

27 April 2026

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)
Request ID: FOI825443896**

Thank you for your request for information relating to Management of FOI and SAR requests.

You have requested the following information:

Management of Freedom of Information Requests:

- 1. For each of the last three financial years, please provide the number of FOI requests received?**
- 2. For each of the last three financial years, please provide the number of FOI requests responded to within the statutory timeframe?**

Questions 1 and 2, for the Financial Years 2023-2024 and 2024-2025, the information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.' The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following links:

<https://edemocracy.coventry.gov.uk/documents/s62827/06%20-%20Information%20Governance%20Annual%20Report%202023%202024.pdf>

<https://edemocracy.coventry.gov.uk/documents/s65570/08%20-%20Information%20Governance%20Annual%20Report%202024%202025.pdf>

For 2025-2026, the council has received 1,455 valid FOI Requests. The number of FOI requests

responded to within the statutory timeframe is currently unavailable due to a number of requests being still being open. This information will be published at a later date.

3. Please confirm whether the requests for FOI are managed by a centralised team (Information Governance/GDPR/Data Protection) or by individual departments/service areas or a Hybrid model (please describe briefly if hybrid)

FOIs are managed centrally by the Information Governance team with support from coordinators across Council services.

4. Please provide the number of staff members (FTE/PTE if available) dedicated to handling FOI requests.

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We do not record this information.

To assist, we advise that the Council does not have specific officers to process Freedom of Information (FOI) requests. Members of the Council's Information Governance team manage FOI requests as part of their wider job role duties. Furthermore, all employees of the Council are responsible for complying with Freedom of Information requests hence, we are unable to distinguish costs related to this.

Management of Subject Access Requests:

1. For each of the last three financial years, please provide the number of SAR requests received?

2. For each of the last three financial years, please provide the number of SAR requests responded to within the statutory timeframe?

Questions 1 and 2, for the Financial Years 2023 2024 and 2024 2025, the information you requested falls under the exemption(s) in Section 21 of the Freedom of Information Act 2000, which relates to 'information reasonably accessible to the applicant by other means.' The exemption applies as the information is published and publicly available to view by accessing the Council website, please use the following links:

<https://edemocracy.coventry.gov.uk/documents/s62827/06%20%20Information%20Governance%20Annual%20Report%202023-2024.pdf>

<https://edemocracy.coventry.gov.uk/documents/s65570/08%20-%20Information%20Governance%20Annual%20Report%2020242025.pdf>

For 2025 2026, the council has received 370 Valid SAR requests. The number of SAR requests responded to within the statutory timeframe is currently unavailable due to a number of requests being still being open. This information will be published at a later date.

3. Please confirm whether the requests for SAR are managed by a centralised team (Information Governance/GDPR/Data Protection) or by individual departments/service areas or a Hybrid model (please describe briefly if hybrid)

SARs are managed centrally by the Information Governance team.

4. Please provide the number of staff members (FTE/PTE if available) dedicated to handling SAR requests.

The Information Governance team consists of 11 permanent members of staff (8 FTE), all of which have involvement in the handling our SAR requests. In addition, we currently have one agency worker and also maintain a pool of casual staff to assist with SARs.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

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 icocasework@ico.org.uk.

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

Yours faithfully

Information Governance