

**FOI Reference Number:** FOI/140/1819

**Date:** 25<sup>th</sup> July 2018

**Request:**

1. How many people are employed to deal with FOI?
2. What is the budget for administering FOI?
3. Do you use case management software for FOI? If so, which one?
4. Do you publish a disclosure log?

**Response:**

Thank you for your information request which Mid and East Antrim Borough Council received on 26<sup>th</sup> June 2018.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to freedom of information requests.

1. How many people are employed to deal with FOI? **4 members of staff within policy team - they do not work exclusively on access to information**
2. What is the budget for administering FOI? **No separate budget for FOI**
3. Do you use case management software for FOI? If so, which one? **No**
4. Do you publish a disclosure log? **Disclosure log will be published from 1 July 2018**

If you are dissatisfied with the handling of part 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 the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/140/1819 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.