



## Information Governance Team

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05 November 2021

Dear Sir/Madam

### **Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI374988489**

Thank you for your request for information relating to Project Management & IT/Digital Transformation projects.

You have requested the following information:

#### **1. Who is the most senior person responsible for project management within the council?**

There is no one person who is responsible for projects in Coventry City Council. This activity is dispersed throughout the Council within each Service Area.

#### **2. What is their job title?**

#### **3. What are their contact details (email address and contact number)?**

Questions 2 and 3 are not applicable. Please refer to Question 1.

#### **4. How many people across the council (including contractors) are involved with I.T. or Digital Transformation projects in total, on an annual basis?**

ICT has six full time people employed in the ICT Project Delivery team. The number of people involved in Digital Transformation projects is not constant throughout the year as it will depend on other priorities.

However, typically we could have up to seven full time equivalents from within Transformation working on Digital/Digital Transformation projects. Other individuals across the organisation can be

involved in Digital Transformation projects but this is on an ad-hoc basis. We do not currently have any contractors working on Digital Transformation and no current plans to do so, either.

**5. What software package(s) does the council use for project, programme and/or portfolio management? (if none or spreadsheets, please stipulate)**

**Clarification received: We can confirm that we are referring predominantly to ICT related projects.**

ICT use a SharePoint site for managing projects. We do have access to MS Project, but this is rarely used.

Digital do not use any specialised software packages but will use SharePoint sites and Microsoft Office documents created in-house.

**6. If project management software is used, when do to the software licences expire?**

Following careful consideration, 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 link:

<https://www.coventry.gov.uk/contractsregister>

This exemption is not subject to the public interest test.

**7. How many users access the software?**

All Council employees can access SharePoint as it is part of the Microsoft Enterprise agreement.

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](mailto: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](mailto:icocasework@ico.org.uk).

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

Yours faithfully

**Information Governance**