



**Information Governance Team**

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14 December 2023

Dear Sir/Madam

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

**Request ID: FOI565756828**

Thank you for your request for information relating to FOI and SAR Statistics.

You have requested the following information:

**I am writing to you under the Freedom of Information Act 2000 to request the following information. Please may you provide me with the below information for each calendar year from 2019 till now:**

Please be advised that we collate our statistical information in Financial Year format (April – March) and not calendar years, therefore the information below is provided in this format:

**FOI**

- 1. The total number of FOI's received**
- 2. The total number of FOI's responded to on time**
- 3. The total number of FOI's responded to after the due date**
- 4. The longest delay in responding to an FOI**
- 5. The total number of FOI's overdue awaiting a response**
- 6. The total number of internal reviews requested**
- 7. How many officers you have dedicated to the FOI role as either a full job or part of their job description/responsibilities**

**SAR**

- 1. The total number of SAR's received**
- 2. The total number of SAR's responded to on time**

3. The total number of SAR's responded to after the due date
4. the total number of SAR's complexed
5. The longest delay in responding to an SAR
6. The total number of SAR's overdue awaiting a response
7. The total number of internal reviews requested
8. How many officers you have dedicated to the SAR role as either a full job or part of their job description/responsibilities

**For both FOI and SAR Questions 1 – 3**

**FOI**

1. The total number of FOI's received
2. The total number of FOI's responded to on time
3. The total number of FOI's responded to after the due date

**SAR**

1. The total number of SAR's received
2. The total number of SAR's responded to on time
3. The total number of SAR's responded to after the due date

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 requester by other means.

The exemption applies as the information is published and publicly available to view by accessing the Information Governance Annual Report on the Council website at the following links:

2019/2020 –

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=553&MId=12272&Ver=4> – see agenda item 8.

2020/2021 –

<https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=553&MId=12575&Ver=4> – see agenda item 7.

2021/2022 – <https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=553&MId=12272&Ver=4>

– see agenda item 8.

2022/2023 – <https://edemocracy.coventry.gov.uk/ieListDocuments.aspx?CId=553&MId=12767&Ver=4>

– see agenda item 12.

2023/2024 \* -

The final figures will not be known until after the end of the financial year (ending March 2024). However, to advise and assist we can provide interim figures as at 14th December 2024:

**FOIs**

<b>Total Received</b>	<b>Completed on time</b>	<b>Completed Late</b>
970	805	147

**SARs**

Total Valid Requests	Completed on time	Completed late
200	151	26

## FOI

### 4. The longest delay in responding to an FOI

This is not recorded and there is no statutory requirement to report on this and we are advising you as per Section 1(1) of the FOIA.

### 5. The total number of FOI's overdue awaiting a response

As at today's date 14th December 2023 we do not have any overdue FOIs awaiting a response. We do not hold the information for previous years.

## SARs

### 4. the total number of SAR's complexed

2019/2020	6
2020/2021	36
2021/2022	16
2022/2023	46
2023/2024*	42 up to 14 <sup>th</sup> December 2023

### 5. The longest delay in responding to an SAR

We hold the information requested, but we have estimated that the cost of meeting your request would exceed the cost limit of £450 specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees Regulations 2004). This represents the estimated cost of one person spending 18 hours or more, in determining whether the information is held, locating, retrieving and extracting it.

To clarify, this is not recorded in a reportable format and in order to identify the information required it would require an officer to review each individual SAR for every requested year to calculate the delay timeframe. Due to the number of requests received this will take over the allowed 18 hours under the FOIA.

## For both FOI and SAR Questions 6 and 7 – Internal reviews

### 6. The total number of internal reviews requested

### 7. The total number of internal reviews requested

FOI		SAR	
2019/20	Not recorded	2019/20	Not recorded
2020/21	43	2020/21	7
2021/22	47	2021/22	14
2022/23	37	2022/23	13
2023/24	26*	2023/24	10*

\*As at 14th December 2024.

**For both FOI and SAR Questions 7 and 8**

**7. How many officers you have dedicated to the FOI role as either a full job or part of their job description/responsibilities**

**8. How many officers you have dedicated to the SAR role as either a full job or part of their job description/responsibilities**

For Questions 7 and 8 information requests under FOI/EIR and SAR are co-ordinated by the Information Governance Team. We do not have dedicated FOI roles and for SARs we currently have two permanent SAR Processing Officers. However all members of the team are involved in both processes.

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**