



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI582378186

Thank you for your request for information relating to FOI requests statistics.

You have requested the following information:

- 1. Number of FOI requests received in the last 12 months.**
- 2. Number of FOI requests responded to in the last 12 months.**
- 3. Number of FOI requests responded to on time in the last 12 months.**
- 4. Number of FOI requests that were not answered in full (due to exemptions).**

Please Note: Our statistical information is produced by financial year and not calendar year. Therefore the information provided in response to questions 1 – 4 follow this format.

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:

Financial Year 2022/2023

[Information Governance Annual Report](#)

This exemption is not subject to the public interest test.

5. List of how often each exemption was applied.

We hold the information you have asked for, 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.

The information requested is not held in a format that would allow us to extract it from our system in a report. It would therefore require an officer to manually examine each individual request to determine what exemption, if any has been applied. As we receive in excess of 1000 requests each year the time required to complete this would exceed the cost limit.

This part of your request has therefore been refused under Section 12(2) of the Act.

6. Number of FTEs responsible for handling & responding to FOI requests.

Information requests under FOI/EIR are co-ordinated by the Information Governance Team as part of the function of the team as a whole.

The IG Team also has input from our FOI contacts who coordinate requests on our behalf for their particular service area and we also receive assistance, as and when required from Legal Services regarding complex requests.

Please see the attached current structure chart for the Information Governance Team.

7. Annual salary of the FTEs responsible for handling & responding to FOI requests.

Requests are initially co-ordinated by the Information Governance Assistants as part of their role within the team. IGAs are Grade 4 with a salary range of £23,893 - £27,334.

For FOI/EIR reviews or complaints received from the ICO these are dealt with by officers at Grade 6 or higher. The salary range for Grade 6 officers is £31,364 – 37,336.

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

