



Home Office

Information Access Team
Shared Services Directorate
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E-mail: FOIRequests@homeoffice.gsi.gov.uk Website: www.homeoffice.gov.uk

Dennis Fallon

request-30542-9c07ed78@whatdotheyknow.com

11 April 2010

Ref:CR14312

Dear Mr Fallon

I am writing further to my e-mail of 23 March, about your request for details of IMS staffing levels. Your request has been handled as a request for information under the Freedom of Information Act 2000. We are now in a position to provide a full reply to your request.

I am able to disclose the information set out in the enclosed Annex A.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that the Home Office holds.

If you are dissatisfied with this response, you will find the complaints procedure at Annex B.

Yours sincerely

Diana Pottinger

Information Access Team

Annex A – requested information

Q1

How many full and part time staff currently work within IMS for the purposes of Information Management?

Team	Full time	Part time
Customer liaison team	25	3
Information and Library team	6	2
Information Access team	11	
Leadership and business support	4	

The Information Access team deal with FOI requests

Q2

How many FOI requests were received during the past 12 months?

How many requests were completed during the past 12 months?

How many of these completed requests were followed by requests for appeal process?

Freedom of Information requests Feb 09 -Jan 10	
Total requests received	2467
Total requests completed	2379
Number of appeals	146

You can find quarterly statistics for the Home Office's (and other government departments') performance on FOI on the Ministry of Justice website at:

<http://www.justice.gov.uk/publications/freedomofinformationquarterly.htm>

Q3

What is the current IMS workload regarding number of FOI requests pending initial completion

And pending completion of the appeal process

Current workload	
Initial requests	59
Appeals: Internal reviews	29
ICO complaints: initial investigation, awaiting decision notice, or under consideration for appeal to tribunal	29

Q4

Who is the person who will be responsible for finally authorising the release of the response to my appeal ref FOI 11156?

You received a full response to this appeal on 21 August 2009.

Annex B – complaints procedure

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference 14312. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF
e-mail: FOIRequests@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.