

Department for Environment, Food and Rural Affairs

Information Rights Team
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London, SW1P 2AL



Telephone 08459 33 55 77

Website www.defra.gov.uk

Kevin Anderson

request-79193-5a3a3819@whatdotheyknow.com

(by email only)

Our ref: RFI 4164

3 August 2011

Dear Mr Anderson

REQUEST FOR INFORMATION: STRUCTURE AND WORKLOAD OF THE CENTRAL FOI TEAM

Thank you for your request for information about the structure and workload of Defra's central FOI team, which we received on 6 July. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Please find below the information you requested:

Grades and structure of the FOI team

| Grade | Job title |
|-------------------------------------|---|
| 1 Jan 2009 & 1 July 2009 | |
| G7 | Head of Information Rights Team |
| SEO | Environmental Information Unit – Senior Policy Adviser (95% of time on EIU work, 5% of time on FOI/EIR casework) |
| HEO | Environmental Information Unit – Policy Adviser (50% time on EIU work, 50% time on FOI/EIR casework) |
| SEO | Data Protection Officer |
| HEO | Deputy Data Protection Officer (25% time on DPA work, 75% time on other work outside of the team) |
| HEO | FOI/EIR case worker |
| HEO | FOI/EIR case worker |

| 1 Jan 2010 & 1 July 2010 | |
|-------------------------------------|---|
| G7 | Head of Information Rights Team |
| SEO | Environmental Information Unit – Senior Policy Adviser (95% of time on EIU work, 5% of time on FOI/EIR casework) |
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| HEO | FOI/EIR case worker |
| HEO | FOI/EIR case worker |

Explanation of roles

| | |
|---------------------------------|--|
| Head of Information Rights Team | Responsible for work of team, including the EIU, DPA & FOI/EIR areas of work. Signs off all internal reviews and oversees ICO appeals. |
| Environmental Information Unit | Provides guidance to public bodies and members of the public on the Environmental Information Regulations 2004 - http://archive.defra.gov.uk/corporate/policy/opengov/eir/index.htm |
| Data Protection Team | Ensures that Defra does not breach the DPA |
| FOI/EIR case workers | Work with policy areas to respond to requests for information under the FOI/EIRs, handle internal reviews and ICO appeals, gather statistics for the Ministry of Justice, etc. |

The functions of the head of the FOI team:

how many FOI cases have been undertaken by the FOI team leader, how many internal reviews and how many ICO cases for June each year

| Year (June) | FOI cases | EIR cases | Overall (FOI & EIR) | Internal Reviews | ICO appeals |
|-------------|-----------|-----------|---------------------|------------------|-------------|
| 2009 | 39 | 3 | 42 | 1 | 0 |
| 2010 | 33 | 10 | 43 | 2 | 0 |
| 2011 | 42 | 21 | 53 | 5 | 0 |

Please note that the figures above are for non-routine FOI and EIR requests, Internal Reviews and ICO appeals received by Defra in the month of June – we do not hold separate figures for the Head of the Information Rights Team. Although you request only the FOI cases, I have included the EIR cases for completeness.

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on our website together with any related information that will provide a key to its wider context.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours sincerely

Valerie Hope

Direct Line 020 7238 4675

Email Valerie.A.Hope@defra.gsi.gov.uk

Annex A

Copyright

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision within 40 working days of the date of this letter. Please write to Brendan Walsh, Head of Defra's Information Rights Team at Area1B, Ergon House, Horseferry Road, London, SW1P 2AL, (email: informationrights@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF