



Email: request-448309-a837c8bd@whatdotheyknow.com

28 December 2017

Dear Sir/Madam

Freedom of Information Request 564238

Thank you for your recent request received 27 November 2017. Your request was actioned under the Freedom of Information Act 2000 in which you requested the following information –

Please can you send me an up to date Organisational Structure Chart for the Special Educational Needs department, including names

Response:

Liverpool City Council confirms that it holds information relevant to the terms of your request, our response being set out below –

There are a number of departments of Children's Services which support children with special educational needs and disability. The SEN Assessment and Pupil Support Team structure is as follows and a chart is attached:

- 1 Service Manager – Karen Gleave, Service Manager, SEND
- 1 Senior Education Manager
- 1 Senior Education Assistant Manager
- 5 Education Officers
- 5 EHC Plan Writers
- 5 Business Support Officers

The Education Officers, Plan Writers and Business Support Officers work in 5 teams, each covering a geographical area of the City.

This concludes our response.

The City Council will consider appeals, referrals or complaints in respect of your Freedom of Information Act 2000 and you must submit these in writing to Informationrequests@liverpool.gov.uk within 28 days of receiving your response.

The matter will be dealt with by an officer who was not previously involved with the response and we will look to provide a response within 40 days.

If you remain dissatisfied you may also apply to the Information Commissioner for

Liverpool City Council Information Team
Cunard Building, Water Street, Liverpool, L3 1AH
E: informationrequests@liverpool.gov.uk

a decision about whether the request for information has been dealt with in accordance with the Freedom of Information Act 2000.

The Information Commissioner's website is www.ico.gov.uk and the postal address and telephone numbers are:-

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK95AF. DX 20819. Telephone 0303 123 1113.

Email: mail@ico.gsi.gov.uk (they advise that their email is not secure)

I trust this information satisfies your enquiry.

Yours sincerely

Information Team