

Ms Helen Carver

Colette Jones  
Tel: 0151 934 3741  
Email: [redacted]@[redacted]  
Date: 28 November 2017

Our reference: 655033

Dear Ms Carver

**Freedom of Information Act 2000**

Thank you for your request for information that was received on 27 November 2017 concerning From:  
Helen Carver [mailto:[redacted]@[redacted]]  
Sent: 27 November 2017 13:07  
To: Information  
Subject: Freedom of Information request - ORG Chart Information

Dear Sefton Borough Council,

Please can you send me an up to date Organisational Structure Chart of the special educational needs department, including names,

Yours faithfully,

Helen Carver

I can confirm that the information requested is held by Sefton Council. I have enclosed copies of the information that is being released to you.

**Please note that it is Sefton MBC policy not to release names of staff under Service Manager Level.**

Please quote the reference number 655033 in any future communications about this request.

Section 17 (7) (a) of the Freedom of Information Act states that public authorities must provide applicants with particulars of how they may complain about the handling of their request for information should they wish to. Any such complaint should be directed to the Information Management and Governance Lead, 7th Floor, Merton House, Stanley Road, Bootle, L20 3UU

Should you choose to request a review of the decision taken and are dissatisfied following the authority's review, you are entitled under Section 17 (7) (b) of the Act to apply to the Information Commissioner for a decision notice. Further information can be found at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

I will now close your request as of this date.

Yours sincerely

Colette Jones  
PA/Clerk to Schools Forum  
[www.sefton.gov.uk](http://www.sefton.gov.uk)