

Tuesday 8<sup>th</sup> August 2017

Mr Adam Cell  
request-422281-  
ff752d7e@whatdotheyknow.com

Information Governance Team  
Corporate Office  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Our ref : ENQ07671-REQ001

Dear Mr Cell,

**Freedom of Information Request – FOI - RFI - ENQ07671-REQ001 - Organisational Structure Chart for all of the Head of Educational psychology Department.**

Thank you for your request for information dated 01/08/2017 in which you asked for the following information:

*Please provide me with an up to date Organisational Structure chart for all Head of Educational Psychology Department including all manager NAMES, contact details and job titles.*

Under the Freedom of Information Act 2000 ('the Act') The Council is obliged to:

- Let you know whether we hold the information you have requested
- Provide you with the requested information, if held, (subject to any exemptions under the Act which may apply).

I can confirm that Wiltshire Council holds the information you have requested. The information you requested is as follows;

Please see attached structure chart with names of managers and email addresses.

All managers can be contacted via 0300 456 0100 and by post at:

County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

If you are dissatisfied with the above response you have a right to request a review of your request for information. Details of the complaints and review procedure are appended to this letter.

Yours sincerely

Jenny Dando  
Information Governance Officer

Email: [FOI@wiltshire.gov.uk](mailto:FOI@wiltshire.gov.uk)

## **Freedom of Information Complaints & Review Procedure**

Any person who has requested information from Wiltshire Council, which has been dealt with under the Freedom of Information Act or Environmental Information Regulations, is entitled to complain and request an internal review of their request for information if they are dissatisfied with the response they have received.

Requests for review of Freedom of Information or Environmental Information Regulations requests must be made in writing (includes email) to:

Freedom of Information Lead  
County Way  
Bythesea Road  
Trowbridge  
Wiltshire  
SN14 8JN

Email [FOI@wiltshire.gov.uk](mailto:FOI@wiltshire.gov.uk)

Please include the reference number, date of your request and details of why the review is being requested. Requests for review should be brought to the attention of the Freedom of Information Lead within 42 calendar days (6 weeks) of the response to the original request.

Any request for review will be acknowledged in writing confirming the reasons for the review. The Freedom of Information Lead will allocate the review to someone who is independent of the original decision. The person conducting the review will set a target date for a response with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The reviewer will conduct a full review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account any matters raised by the requestor.

On completion of the review the reviewer will reply to the requestor with the result of the review. If the requestor is still dissatisfied following the review they should contact the Information Commissioner to appeal the decision. The Information Commissioner can be contacted using the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate)  
01625 545 745 (national rate)  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)