



London Borough of Barnet,
2 Bristol Avenue,
Colindale,
London NW9 4EW
27 November 2019
Our ref: 5764568

Thank you for your request received on 4 November 2019, for the following information:

I am writing to you under the Freedom of Information Act 2000 to request information concerning the Policy Management System currently utilised by your organisation.

In relation to the term, 'Policy Management System', this makes reference to how Policies are managed in your organisation, from initiation to completion. This may involve but not be limited to initial drafting of the Policy, review by colleagues, adding of review dates, completion of all relevant legislation in relation to Policies and being able to pull a Policy register via the system. If you do not currently use a system as such please let us know that this is done manually within your organisation.

If it is not possible to provide the information requested, please provide advice and assistance, as to how I can refine my request to be included in the scope of the Act.

Please can you provide the below information:

- 1.What is the name of your current Policy Management System?**
- 2. Who is the supplier of this Policy Management System?**
- 3.What is the total cost per annum and what was the initial set up cost?**
- 4. Was this cost based on the total number of users or a one off cost with unlimited number of users?**
- 5. Is the software hosted on premise by the authority, off premise by the supplier or delivered via a cloud service?**
- 6. Please provide any documentation or procedures relating to your Policy Management System?**

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are

below

I am writing to you under the Freedom of Information Act 2000 to request information concerning the Policy Management System currently utilised by your organisation.

Please can you provide the below information:

- 1.What is the name of your current Policy Management System?***
- 2. Who is the supplier of this Policy Management System?***
- 3.What is the total cost per annum and what was the initial set up cost?***
- 4. Was this cost based on the total number of users or a one off cost with unlimited number of users?***
- 5. Is the software hosted on premise by the authority, off premise by the supplier or delivered via a cloud service?***
- 6. Please provide any documentation or procedures relating to your Policy Management System?***

The London Boorugh of Barnet does not use a 'Policy Management System', this is done manually within our organisation.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.