

Freedom of Information – Features and Benefits

By treating every data point as a searchable field, Formsite turns a reporting demand into a three-click task.

The Data & Reporting Workflow

1. **Structured Capture:** Every application submitted via Formsite is broken down into discrete data fields (Ward, Contractor Type, Date, Fee Paid, Asset Type).
 2. **Live Database:** This data is stored in a structured, relational database, not as flat text on a PDF.
 3. **Query & Filter:** When a request comes in (e.g: How many skip licences were granted in Ward X during Q3?), the officer uses the Formsite Reporting Suite.
 4. **Instant Generation:** The officer selects the date range and filters. The system generates a visual dashboard or a downloadable CSV/Excel/PDF report instantly.
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Key Benefits of Advanced Reporting & FOI Tools

For Information Governance & Legal Teams

- **FOI Response in Minutes, Not Days:** Drastically reduces the cost of compliance. Meeting statutory FOI deadlines becomes effortless.
- **Accuracy & Transparency:** Eliminates inaccurate reporting that can occur with manual spreadsheets. The system provides the public and stakeholders with 100% accurate, system-verified data.

For Highways & Executive Leadership

Ward-Level Insights: Easily report exactly what activity is happening in specific areas.

- **Sector Analysis:** Understand the breakdown of your network usage—identify if your biggest occupiers are utilities, private developers, or specific scaffolding firms.
 - **Financial Forecasting:** Run reports on revenue by month or year to help with budget planning and to ensure all inspection fees are being recovered.
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- **Instant FOI Resolution:** Eradicate manual data searching. Respond to Freedom of Information requests in seconds with powerful, filtered search tools.
- **Granular Reporting by Ward & Sector:** Gain deep insights into your network. Report on licence volumes, types, and locations at the touch of a button.
- **Automated Financial Auditing:** Generate instant reports on total revenue, pending payments, and inspection fees to ensure 100% cost recovery for your department.
- **Visual Dashboards for Stakeholders:** Present high-level data using clean, professional charts and tables exported directly from the system.
- **Proactive Transparency:** Reduce the volume of incoming enquiries by using our reporting suite to publish regular open data updates on street activity.

Comparison: Spreadsheets vs. Formsite Reporting

Task	The Manual/Legacy Way	The Formsite Way
Answering an FOI	Hours spent filtering multiple spreadsheets.	Seconds. Apply filters and hit Export.
Reporting by Ward	Manual cross-referencing of street names.	Automatic. Data is tagged by Ward on submission.
Data Accuracy	High risk of "double-counting" or missed entries.	Guaranteed. Real-time data from the source.
Trend Analysis	Requires complex Excel formulas and Pivot Tables.	Built-in. Visual tools show trends over time.
Revenue Tracking	Matching bank statements to paper files.	Linked. Every report includes payment status.

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