

FOI Request Response information

FOI request reference:	2019/150
Date request received:	11/04/2019
Date request responded to:	09/05/2019
Category:	IM&T
Tags:	Freedom-of-Information, FOI, requests, statistics, resource, staff, grade, software, budget, training, awareness

Request Detail:

FOI MONTHLY STATS

1. How many FOI requests were received by your Trust each month between 1 April 2018 and 30 November 2018? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.
2. How many FOI requests were responded to by your Trust over the 20 working day Information Commissioner's Office limit each month between 1 April 2018 and 30 November 2018? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.

FOI TRUST RESOURCE

3. How many staff does your Trust employ to coordinate FOI responses, and what are the normal working hours (e.g. Full time, 0.5wte/18 hours per week)
4. How long have staff processing FOI requests been in post for in years/months?
5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?
(If yes, was that work in a clinical capacity such as nursing?)
6. What NHS grade are staff handling FOI requests?
7. What software solution does your Trust use to manage and log the FOI requests process? (e.g. MS Outlook, MS Excel spreadsheets, MS Access databases, Ulysses Request for Information Module, DropPane, Datix, paper register)
8. Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?

TRUST RESOURCES

9. What is your Trust's annual overall budget for the current financial year 2018/2019?
10. How many staff overall are employed by your Trust?

11. Approximately how many patients come within your Trust's catchment area?

FOI TRAINING

12. Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider?

13. Have you run FOI awareness campaigns within your Trust to raise knowledge of legal requirements, and change attitudes? For instance, has your Trust invited a speaker from the ICO to give a talk on FOI or Data Protection, and was this an effective approach?

Response Detail:

FOI MONTHLY STATS

1. How many FOI requests were received by your Trust each month between 1 April 2018 and 30 November 2018? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.
2. How many FOI requests were responded to by your Trust over the 20 working day Information Commissioner's Office limit each month between 1 April 2018 and 30 November 2018? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.

Month	Requests received	Late responses
April 2018	53	0
May 2018	46	1
June 2018	30	3
July 2018	66	0
August 2018	44	1
September 2018	28	1
October 2018	46	0

November 2018	45	2
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FOI TRUST RESOURCE

3. How many staff does your Trust employ to coordinate FOI responses, and what are the normal working hours (e.g. Full time, 0.5wte/18 hours per week) [Approx 0.5 wte across 2 staff](#)
4. How long have staff processing FOI requests been in post for in years/months? [Lead staff member has dealt with FOI since 2001, and the other staff member has one year's.](#)
5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?
 - a. (If yes, was that work in a clinical capacity such as nursing?) [Yes but in non clinical posts](#)
6. What NHS grade are staff handling FOI requests? [Band 6 and band 8b](#)
7. What software solution does your Trust use to manage and log the FOI requests process? (e.g. MS Outlook, MS Excel spreadsheets, MS Access databases, Ulysses Request for Information Module, DropPane, Datix, paper register) [Sharepoint register](#)
8. Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team? [Yes](#)

TRUST RESOURCES

9. What is your Trust's annual overall budget for the current financial year 2018/2019? [£353m](#)
10. How many staff overall are employed by your Trust? [Approx 7.5K](#)
11. Approximately how many patients come within your Trust's catchment area? [The catchment population is approx. 1.25 m](#)

FOI TRAINING

12. Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider? [Yes with Act Now.](#)

13. Have you run FOI awareness campaigns within your Trust to raise knowledge of legal requirements, and change attitudes? For instance, has your Trust invited a speaker from the ICO to give a talk on FOI or Data Protection, and was this an effective approach? [A presentation from Trust solicitors was attended by relevant staff. The Trust also has an FOI Policy and Standard Operation Procedure that is accessible to staff at all times. Any changes and updates to these documents are communicated throughout the organisation.](#)