

IG Structure and Resources

Request

- 1) Please supply me with an up-to-date copy of your current structure chart, to include posts which are dedicated to processing subject access requests, freedom of information requests and environmental information requests, to include job title, salary band and Whole/Full Time Equivalent.

If you do not have a post or posts which are dedicated to processing subject access requests, freedom of information requests and environmental information requests, can you please provide me with an overview of the arrangements you have in place for dealing with these types of requests within your organisation.

- 2) Over the last two financial years how many Whole/Full Time Equivalent Information specialists has your organisation employed who deal the following and how many do you anticipate employing in 2011/12?

	Number of staff (WTE/FTE)		
	2009/2010	2010/11	2011/12 (anticipated)
Data Protection			
Freedom of Information			
Information Sharing			
EIR Requests			
Information Security			

Our Response

Our service structures are currently undergoing change following the transfer to Leicestershire Partnership NHS Trust (LPT) in April 2011 of responsibility for the delivery of many community health services that previously were provided by the Primary Care Trusts for Leicester City and Leicestershire County and Rutland.

For the two years prior to 1 April 2011 and to the present time, there were/are no posts dedicated to processing subject access requests (SAR), freedom of information requests (FOI) or environmental information requests (EIR). These functions were/are incorporated into the roles of the Head of Information Governance (0.81wte) who is responsible for compliance with the Data Protection Act 1998 (SAR, Information Sharing & Information Security), Freedom of Information Act 2000 and Environmental Information Regulations 2004, the Healthcare Records Manager (1.00wte), who is responsible for operational management of FOI & EIR, plus management responsibility for SAR and the Medical Records Manager (1.00wte), who is responsible for the operational management of SAR).

On 1 April 2011 when LPT became responsible for the Leicester City and Leicestershire County & Rutland community health services, there was some resource transferred to manage SAR, FOI and EIR and this currently forms part of the roles of the LCR Information Governance Manager, the LCR Information Governance Officer, the LC Joint Head of Quality and the LC Quality Assurance Co-ordinator.

Under the new structure announced within the last few days Information Governance lies within the Performance and Information Department of the Finance, Performance and Information Directorate and falls within the remit of the Chief Information Officer (CIO), a new post currently undergoing recruitment. The CIO will then determine how the information governance function is to be resourced in 2011/12.