Ref No. SG8085

Date: 29 April 2019

REQUEST:

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.

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?

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?

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?

OUR RESPONSE:

1.
April 2018	36
May 2018	34
Jun 2018	23
Jul 2018	34
Aug 2018	36
Sep 2018	30
Oct 2018	37
Nov 2018	40

2. All FOI requests were responded to within 20 working days except for the following:
Jul 2018	1
Aug 2018	1
Nov 2018	2

3. 1 x 0.60 wte

4. 10 years 0 months

5. Yes, in a non-clinical capacity

6. It is a Band 5 post currently being covered by a Band 7 member of staff due to temporary secondment of the post holder.

7. Ulysses Requests for Information module

8. Yes

9. & 10. This information is exempt under S21 of the Freedom of Information Act, as it is published on our website at: https://www.leicspart.nhs.uk/_Aboutus.aspx

11. 729,148

12. Yes, Act Now

13. We run annual IG awareness programmes, which although not dedicated solely to FOI, will an element of FOI. The Trust has not invited a speaker from the ICO.