

05 April 2019

Information Rights & Compliance Team
99 Waverley Road
St Albans
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AL3 5TL

Tel: 01727 804954
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Our Ref: FOI/03235

Thank you for your request concerning our Freedom of Information Stats.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

Please could you send me the following details:

FOI MONTHLY STATS

- 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.

Month 2018	Number of FOIs Received
Apr	19
May	44
Jun	31
Jul	24
Aug	30
Sept	34
Oct	29
Nov	34

- 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 2018	FOIs Responded to over 20 Days
Apr	13
May	31
Jun	18
Jul	16
Aug	20
Sept	16
Oct	8
Nov	16

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)**

We have 3 full time Information Rights Officers employed to coordinate FOI responses as well as Access to Health Care Records Requests and Subject Access Requests. The time is split and currently 0.6 wte is assigned to the processing of FOIs.

4. **How long have staff processing FOI requests been in post for in years/months?**

6 years
4 years 7 months
2 years 5 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?)**

Yes, corporate positions

6. **What NHS grade are staff handling FOI requests?**

Band 5

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)**

We use Ulysses RFI module.

8. **Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?**

Yes, we are the same 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?**

This information is already in the public domain¹. Please follow this [link](#) to our Annual Reports.

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; PDP and Act Now

¹ Section 21 – Information is available through other means has been applied

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?

Yes – We have run internal awareness workshops, tailored to individual teams. These were effective.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

