

Ref no: 125110319
From: Public
Date: 11/03/19
Subject: FOI Requests

REQUEST & RESPONSE

Please could you send me the following details?

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.

Month	Number of Requests
April	57
May	78
June	47
July	75
August	69
Sept	46
Oct	57
November	59

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	Number over 20 day time limit
April	30

May	33
June	26
July	43
August	49
Sept	23
Oct	31
November	27

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)

1 staff, full time.

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

8 years.

5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?

Yes.

6. What NHS grade are staff handling FOI requests?

Various across the Trust

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)

MS Excel Spreadsheets and MS Outlook.

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

No

Trust Resources

9. What is your Trust's annual overall budget for the current financial year 2018/2019?

Under section 21 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust do not have to provide information to the applicant which is easily accessible by other means. This information you require can be viewed via the Trusts new publication Scheme at –

<http://www.sthk.nhs.uk/about/finances/publication-of-expenditure/2018-2019>

10. How many staff overall are employed by your Trust?

The Trust has 5996 staff with a Full Time Equivalent of 5138.63.

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

The Trust does not hold information on catchment/population.

FOI Training

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

ISEB Certificate in Freedom of Information. QT&C Limited.

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?

The Trust raises awareness of Freedom of Information and staff responsibilities associated with the legislation through the Trust induction for new starters and via the completion of annual data security and protection awareness training.