Freedom of Information request 014695

3/4/19

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.

April 2018 - 69, May 2018 - 60, June - 45, July - 72, August - 71, September - 41, October - 48, November - 61

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.

April 18 - 0, May - 2, June - 0, July - 2, August - 6, September - 2, October - 1, November - 1
Where the Trust disclosed >20 working days, requesters were contacted by The Trust requesting an extension of time to allow the information to be provided

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) -

There are 2 full time members of staff that process FOI requests as part of their wider job roles. There is no designated Trust FOI job role.

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

Both members of staff have been in post for more than 10 years.

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 but not in a clinical capacity

6. What NHS grade are staff handling FOI requests?

Manager A4C Band 6
Officer A4C Band 4

but as per response to question 3, FOI requests form only part of their job roles, there is no dedicated person with just FOI as their job role.

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) -

The Trust uses a web based solution that has been designed by the Trust's Senior Systems Developer.

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?

Our Income budget was £363.7m and our Control Total was £0.8m deficit

10 How many staff overall are employed by your Trust?

As of 31/1/19 - 4282.77 FTE

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

Please go to the Trust website http://www.dgft.nhs.uk/about-us/

FOI TRAINING

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

Information Governance Manager has attended an external training course for Information sharing, management and confidentiality which contained a FOI element. The training took place at De Vere West one Conference Centre in London.

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 ICO has not been invited to give a talk on FOI or data protection.

FOI is discussed at Trust induction. Directorate leads are supported with their responses in relation to FOI exemptions, where appropriate, by Information Governance.

Directorate leads have been informed of the timescales for providing timely responses to FOI requests.