

**Reference Number:** FOI/2019/113  
**From:** Other  
**Date:** 07 March 2019  
**Subject:** FOI volumns; resource; staff training between 1 April 2018 and 30 November 2018

**Q1** 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.

**A1**

2018	
April	32
May	36
June	33
July	32
August	42
September	24
October	37
November	33
Total	269

**Q2** 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.

**A2**

2018	
April	38
May	32
June	36
July	33
August	29
September	36
October	17
November	38
Total	259

**Q3** 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)

**A3** 2 x 0.93 WTE/35 hours per week  
 Currently one in post and one vacancy

**Q4** How long have staff processing FOI requests been in post for in years/months?

**A4** Six years (in post) and one year

- Q5 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?)
- A5 Yes (in post) – not in a clinical capacity & no
- Q6 What NHS grade are staff handling FOI requests?
- A6 Band 5 (in post)  
Band 3 (vacancy)
- Q7 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)
- A7 Microsoft Excel spread-sheets
- Q8 Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?
- A8 Yes, Microsoft Excel spread-sheets
- Q9 What is your Trust's annual overall budget for the current financial year 2018/2019?
- A9 Total Income ( turnover) is £150M
- Q10 How many staff overall are employed by your Trust?
- A10 Budgeted WTE's are 1665
- Q11 Approximately how many patients come within your Trust's catchment area?
- A11 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.  
  
This information is available on our website, it can be found in About LHCH:  
[www.lhch.nhs.uk](http://www.lhch.nhs.uk)
- Q12 Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider?
- A12 Band 5 – yes. Provider: QT&C Ltd
- Q13 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?
- A13 Internal FOI awareness ongoing via corporate communications; intranet & mandatory training. No external FOI awareness.