

**Reference Number:** FOI202324/244  
**From:** Private Individual  
**Date:** 22 August 2023  
**Subject:** Innovation Agency FOI publication Scheme and number of FOIs received in 2019, 2020, 2021 and 2022

Under the Freedom of Information Act 2000, I would like to ask for the following:

Q1 A copy of your Freedom of Information Policy and Publication Scheme;

A1 This request relates to and is directed towards the Innovation Agency. The Liverpool Heart and Chest Hospital process the Innovation Agency's Freedom of Information requests on their behalf as the organisational hosts.

Information not held – we do not have a specific Freedom of Information Policy. However, we do have an Information Disclosure Policy that does refer to Freedom of Information. Please see the attached document for this excerpt: FOI 244 Response - Excerpt relating to Freedom of Information Disclosures

Our Publication Scheme is available on our website and can be found via the following links:

- <http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/publication-scheme/>
- <http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/>

Q2 The number of Freedom of Information requests received for the calendar years:  
a. 2022  
b. 2021  
c. 2020  
d. 2019

A2 Number of FOI requests received by the Innovation Agency per calendar year:  
a. Three  
b. One  
c. Zero  
d. Information not held – The Liverpool Heart and Chest Hospital NHS Foundation Trust became the hosting organisation on behalf of the Innovation Agency in 2020. Before this, the Innovation Agency was hosted by Lancashire Care NHS Foundation Trust, now known as Lancashire and South Cumbria NHS Foundation Trust. Please redirect your query to them via: <https://www.lscft.nhs.uk/about-us/publications-reports-policies/freedom-information>

## **Information Disclosure Policy v7.0: Excerpt relating to Corporate Information and Freedom of Information Disclosures**

### **3.6 Access to Corporate Information Procedure**

The Freedom of Information Act 2000 (FOI) gives individuals the general right of access to all types of "recorded" information held by public authorities (and those providing services for them), sets out exemptions from that right and places a number of obligations on public authorities.

The Trust has two main responsibilities under the Act, it must publish and maintain a "Publication Scheme", and it must respond to requests for information.

In adopting a Publication Scheme, the Trust has adopted the Scheme proposed to all NHS bodies by the Information Commissioner. The Publication Scheme is a document which outlines the structure of the organisation through the relevant links of the Trust's website and documents the classes of information the Trust holds. The scheme will be available to the public through the Trust's website and in paper copy from the Information Governance Team.

The Environmental Information Regulations (EIR) gives the public access to environmental information held by public authorities, this is done in two ways:

- public authorities must make environmental information available proactively
- members of the public are entitled to request environmental information from public authorities.

Information will be published through the publication scheme available on the Trust website

#### **3.6.1 Requests for Information**

Requests for information must describe accurately the information required and the detail must be sufficient to allow the Trust to identify and locate it. A request under Freedom of Information must be:

- In written form (paper or electronic)
- Legible
- State the name and address of the applicant for correspondence
- Describe the information required
- Be capable of being used for subsequent reference

Requests under Environmental Information Regulations can be made verbally however the Trust must respond in writing therefore the Requester's name and contact details for correspondence should be obtained along with details of the request.

#### **3.6.2 Procedures for Dealing with Requests**

Requestors who make an FOI request verbally must be asked to put their request in writing, the request should be sent to the Information Governance Team. Requesters

making a verbal EIR requests should be transferred to the IG Team on 0151 600 1845.

Written requests, including emailed requests may be received by any member of staff within the Trust and from this point the 20-working day response period is activated. All requests should be passed to the IG Team who will log the request accordingly and acknowledge receipt of the request. The process of responding to the request will follow the process as detailed in Appendix 3.

Emails received between midnight and 23:59 will be deemed received during the current working day while emails received after midnight will be received and processed as next business day.

### **3.6.3 Complex or costly requests**

There may be cases where the costs of meeting a request would exceed the appropriate limit, set at £450 by the Office of the Information Commissioner. If this is the case, the Trust is allowed to refuse to answer the request. To estimate these costs the Trust should use an hourly rate of £25 per person per hour.

In estimating whether to respond to a request would exceed the £450 limit the Trust should take into account the costs of employing staff to:

- Find out whether the information is held
- Locate and retrieve the information
- Extract the information (including editing and redacting)

### **3.6.4 Time Limits**

The Trust must comply with a request promptly or within 20-working days from the date of the formal request. This would also include issue of a notice if a public interest exemption applies to the information.

### **3.6.5 Communication of Information**

If a Requestor expresses a preference for the way the information requested is given to them it should be honoured, as far as it is reasonably practicable to do so.