

FOI 0284/2024 Response

Request

1. Number of Freedom of Information requests received.
2. Percentage that were sent out on time.
3. Number of which were sent back for internal review
4. Number of which were referred to the ICO.
5. Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the average number actually in post)

Please can this be broken down into the following years.

- a) 1st April 2022 – 31st March 2023
- b) 1st April 2023 – 31st March 2024
- c) 1st April 2024 – to date

Response

	1st April 2022 – 31st March 2023	1st April 2023 – 31st March 2024	1st April 2024 – September 2024
Number of Freedom of Information requests received.	355	372	296
Percentage that were sent out on time.	Average 91%	Average 83%	Average 91%
Number of which were sent back for internal review	4	5	2
Number of which were referred to the ICO.	0	0	1
Number of staff that you had in the year to process Freedom of Information requests. (if this changed throughout the year, please can we request the total number budgeted for and the	FOIs are managed by the Trust's Information Governance Team. This includes the Associate Director of Performance and Information who manages the IG team as part of their portfolio and has oversight responsibility for FOIs, the Head of Information Governance who has direct management responsibility and line manages the FOI Administrator role.		

**average number
actually in post)**

All 3 members of staff, in addition to FOIs have wider responsibilities in their roles.

Regarding the portfolio of the staff member at Band 8d, please note that in addition to Information Governance, their portfolio also includes two other areas of responsibility.