

FOI 0335/2024 Response

1. How many FOI requests did you receive in FY 20/21 FY 21/22 FY 22/23 FY 23/24 and FY24/25 (to date)?

| 1st April 2020 – 31st March 2021 | 1st April 2021 – 31st March 2022 | 1st April 2022 – 31st March 2023 | 1st April 2023 – 31st March 2024 | 1st April 2024 – 31st October 2024 |
|---|---|---|---|---|
| 353 | 355 | 374 | 372 | 332 |

2. What is the average monthly number of FOI requests received by your organisation?

| 1st April 2020 – 31st March 2021 | 1st April 2021 – 31st March 2022 | 1st April 2022 – 31st March 2023 | 1st April 2023 – 31st March 2024 | 1st April 2024 – 31st October 2024 |
|---|---|---|---|---|
| Average 27 | Average 29 | Average 30 | Average 46 | Average 46 |

3. Percentage of the responses that were sent within 20 working days (compliance rate).

| 1st April 2020 – 31st March 2021 | 1st April 2021 – 31st March 2022 | 1st April 2022 – 31st March 2023 | 1st April 2023 – 31st March 2024 | 1st April 2024 – 31st October 2024 |
|---|---|---|---|---|
| Average 94 % | Average 96 % | Average 91% | Average 83% | Average 92% |

4. How many staff do you employ for processing FOI requests? What is their whole time equivalent? What band are they?

FOIs are managed by the Trust's Information Governance Team and there are 3 WTE staff members.

The 3 WTE consists of:

- 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.
- All 3 members of staff, in addition to FOIs have wider responsibilities in their roles. Their banding is Band 8d, Band 8b, Band 4.
- 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.