

Freedom of Information Request 19 075

Our Reference: FOI 19 075 / AA / LB / LD / HG
Name:
Date: 29th March 2019
Address:

Dear

Further to your Freedom of Information Request, please find the Trust's response below:

Please could you send me the following details?

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.

[Humber Teaching NHS Foundation Trust can provide the below summary of requests for the period 1 April 2018 to 30 November 2018 – please see table under Question 2.](#)

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.

[Humber Teaching NHS Foundation Trust can provide the following summary of requests responded to within the 20-day time limit for the period 1 April 2018 to 30 November 2018.](#)

Month	Number of Requests	Number of On Time Responses
April	36	29
May	42	27
June	27	21
July	46	41
August	32	20
September	27	22
October	33	22
November	33	21

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)



The FOI responses are processed by employees within the Legal and Information Governance Team. Within the Legal and Information Governance team there are 2 full time members of staff, 2 members of staff that work 0.80 WTE and one member of staff who works 0.85 WTE.

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

The information requested is only available within individual staff members personnel records and for that reason, Humber Teaching NHS Foundation Trust considers the information is exempt from disclosure under section 40(2) of the FOI Act on the grounds that it amounts to personal data and the first condition under section 40(3)(a)(i) is satisfied, namely, that disclosure would amount to a breach of the first data protection principle (personal data should be processed fairly and lawfully) as the individuals concerned would have a reasonable expectation that their information would not be disclosed into the public domain. Section 40 is an absolute exemption and consideration of the public interest test in disclosure is not required.

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?)

See response to question 4.

6. What NHS grade are staff handling FOI requests?

Within the Legal and Information Governance Team the staff grades range from band 4 to band 8a.

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)

Humber Teaching NHS Foundation Trust use MS Excel Spreadsheets to manage and log the FOI requests process.

8. Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?

The software used for managing FOI requests is the same as that used by the Trust's Subject Access request team.

TRUST RESOURCES

9. What is your Trust's annual overall budget for the current financial year 2018/2019?

Humber Teaching NHS Foundation Trust's annual budget for 2018/19 is £124.766million.

10. How many staff overall are employed by your Trust?

Humber Teaching NHS Foundation Trust employs approximately 2700 staff.

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

We do not hold the information that you have requested. This information may be held by the CCG. Our services will cover Hull CCG, East Riding CCG and North Yorkshire CCG.

FOI TRAINING

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



Due to recent change in personnel, the current staff have not been on an externally provided training course specifically on Freedom of Information. However, externally provided FOI training is on the team's training needs analysis for 2019-2020.

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?

FOI is covered within Humber Teaching NHS Foundation Trust's annual Information Governance training.

Kind regards,

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<https://www.humber.nhs.uk/about-our-trust/freedom-of-information-enquiry-form.htm>

