

## Freedom of Information Act 2000 disclosure log entry

### Reference

19-20013

### Date sent

13/06/2019

### Subject

FOI Enquiry Data

### Details of enquiry

Please could you send me the following details:

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.
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.
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)
4. How long have staff processing FOI requests been in post for in years/months?
5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?
  - a. (If yes, was that work in a clinical capacity such as nursing?)
6. What NHS grade are staff handling FOI requests?
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)
8. Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?
9. What is your Trust's annual overall budget for the current financial year 2018/2019?
10. How many staff overall are employed by your Trust?
11. Approximately how many patients come within your Trust's catchment area?
12. Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider?
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?

## Response Sent

Please could you send me the following details:

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.

<u>April 2018</u>	<u>May 2018</u>	<u>June 2018</u>	<u>July 2018</u>	<u>Aug 2018</u>	<u>Sept 2018</u>	<u>Oct 2018</u>	<u>Nov 2018</u>
<b>38</b>	<b>40</b>	<b>25</b>	<b>41</b>	<b>31</b>	<b>23</b>	<b>41</b>	<b>42</b>

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.

<u>April 2018</u>	<u>May 2018</u>	<u>June 2018</u>	<u>July 2018</u>	<u>Aug 2018</u>	<u>Sept 2018</u>	<u>Oct 2018</u>	<u>Nov 2018</u>
<b>3</b>	<b>13</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>8</b>

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)  
**0.6 WTE (of a 37.5 hour working week)**
4. How long have staff processing FOI requests been in post for in years/months?  
**3 years 3 months**
5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?  
**Yes**
  - a. (If yes, was that work in a clinical capacity such as nursing?)  
**in Admin/Clerical capacity**
6. What NHS grade are staff handling FOI requests?  
**This varies by directorate and also by topic raised between Director level, and delegated authority to senior managers Band 8**
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)  
**MS Outlook and MS Excel spreadsheets**
8. Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?  
**No**
9. What is your Trust's annual overall budget for the current financial year 2018/2019?  
**Actual Expenditure was £53.7m**
10. How many staff overall are employed by your Trust?  
**646**
11. Approximately how many patients come within your Trust's catchment area?  
**Not applicable. The Tavistock and Portman NHS Foundation Trust is a specialist mental health Trust which provides outpatient psychotherapy services, via day clinics, to patients from all over the United Kingdom**

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

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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?

The Trust has run internal FOI Training Sessions and has provided a workshop too.

Opinions on the effectiveness of these events falls outside the remit of FOIA 2000, which extends to provision of factual data only, as held by the Trust. We therefore do not respond to this part of your question.