

Ref. No: 1247
Date: 08/10/24
Subject: Number of FOIs

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

1. Number of Freedom of Information requests received.
 - A. 1st April 2022 – 31st March 2023 - 925
 - B. 1st April 2023 – 31st March 2024 – 1117
 - C. 1st April 2024 – to date – 438
2. Percentage that were sent out on time.
 - A. 1st April 2022 – 31st March 2023 – 59.8%
 - B. 1st April 2023 – 31st March 2024 – 58.9%
 - C. 1st April 2024 – to date – 61.2%

3. Number of which were sent back for internal review

- A. 1st April 2022 – 31st March 2023 - 4
- B. 1st April 2023 – 31st March 2024 - 6
- C. 1st April 2024 – to date – 1

4. Number of which were referred to the ICO

- A. 1st April 2022 – 31st March 2023 - 0
- B. 1st April 2023 – 31st March 2024 - 1
- C. 1st April 2024 – to date – 0

5. Number of staff that you had in the year to process Freedom of Information requests.

The Trust has a Freedom of Information Officer (Band 4, 1 WTE) who is responsible solely for the administration of FOI requests. Additionally, members of the Trust's Information Governance Department support the administration of FOI requests, this includes:

Information Governance Officers (Band 5) providing cover for the Freedom of Information Officer during periods of absence.

Senior Information Governance Officers (Band 6) providing oversight of all responses and applying exemptions, where applicable.