

Ref. No: 0921
Date: 08/05/24
Subject: Freedom of Information Team

REQUEST

- 1. Please can I have your Freedom of Information Team structure with banding and job titles?**
- 2. Does the organisation allow hybrid / home remote working?**
- 3. Job description for FOI administrator?**

RESPONSE

St Helens and Knowsley Teaching Hospitals NHS Trust and Southport and Ormskirk Hospital NHS Trust became a single legal entity known as Mersey and West Lancashire Teaching Hospitals NHS Trust on 1st July 2023, as such parts of the response may be provided in two sections relating to the hospital sites of each of the legacy organisations.

- 1. Please can I have your Freedom of Information Team structure with banding and job titles?**

The Trust has a Freedom of Information Officer (Band 4) 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.

- 2. Does the organisation allow hybrid / home remote working?**

Yes.

- 3. Job description for FOI administrator?**

Please find the job description attached.