



Ref: FOIA Reference 2022/23-455

Date: 29th November 2022

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 10th November 2022 requesting information under the Freedom of Information Act (2000) regarding FOI.

On 14th November 2022 you contacted us via email to add three more questions to your request

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I am looking to understand the below please in relation to FOI performance.

How many FOIs have you received for Q1 and Q2 of this financial year? If you break it down further into questions, how many questions does this relate to please?

A1 See below:

For Q1 the Trust received 177 requests with a total of 4,472 questions.

For Q2 the Trust received 184 requests with a total of 10,800 questions.

Q2 How many WTE do you have working on FOIs?

A2 The department has one WTE for corporate records management, whose role includes FOI. This post reports to the DSP Manager (records management) who is responsible for the management of FOIs.

Q3 What is your current performance for percentage responded to within the statutory 20 days target please?

A3 Our cumulative position, as at the end of Q2, for the number of responses responded to within the 20 day target was 63%.

Additional questions:

Q1 Do you use specific software?

A1 No

Q2 Do you have a flowchart for your process and any templates you send to contacts?

A2 We have a question template that we send out to responders to complete. We also have a guide to assist responders in completing the question template and a step by step SOP.

Q3 How often do you report on FOI?

A3 A monthly report is discussed at the Record Service Operational Group.

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 671612.

Yours,



University Hospitals
of North Midlands
NHS Trust

L Carlisle

Leah Carlisle
Head of Data, Security & Protection/ Data Protection Officer

