Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Tel: 01782 676474
Email FOI@uhnm.nhs.uk

Ref: FOIA Reference 2018/19-541

Date: 19th December 2018

Dear

I am writing in response to your email dated 7th December 2018 requesting information under the Freedom of Information Act (2000) regarding Trust FOI statistics and resources.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) 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've been asked to formally submit the following FOI request to our FOI officer distribution list, requesting the current FOI statistics and resources of other Trusts in England and Wales.**
In order to restrict the time necessary to compile the figures I have limited my request for numbers to between 1 April and 30 November 2018.
The purpose of the request is to gauge what resources and manpower other Trusts have for processing Freedom of Information requests compared with their overall resources, and what impact it potentially has on FOI response times.

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?

A1   Please see below:

Month	Number of requests	Number of questions within the requests
April	67	895
May	66	1010
June	52	1285
July	84	1702
August	69	895
September	45	847
October	69	861
November	74	849

Q2   **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?**

A2   Please see below:
- April =4
- May= 7
- June =3
- July =4
- August = 10
- September =3
- October =4
- November =1

Q3   **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)**

A3   One full time Information Governance Officer Co-ordinates the FOI responses with the Deputy Head of Quality, Safety and Compliance conducting a primary review before the responses are sent to the relevant Executive and Communication team for final approval and release.

Q4   **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)**

A4   The Trust uses an Excel spread sheet to log FOI requests.

Q5   **Is the software used for managing FOI requests the same as that used by your Trust's Subject Access request team?**

A5   Health Records do not currently use software to manage SARS. Records are either copied as paper copies or where already scanned, uploaded to encrypted disk. These are either posted or collected

Q6   **TRUST RESOURCES**
        6. What is your Trust's annual overall budget for the current financial year 2018/2019?

A6   Total Expenditure budget for 2018/19 is £767.5m

Q7   **How many staff overall are employed by your Trust?**

A7   As at 31st October 2018: Headcount = 10889 (9559.95 FTE)

Q8   **Approximately how many patients come within your Trust's catchment area?**

A8   Approximately 7000, please note that this is accessible on the Trust internet link:
http://www.uhnm.nhs.uk/aboutus/Pages/Our-Hospital.aspx

Q9   **Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider?**

Q9   UHNM FOI co-ordination Staff have attended an external training course with Act now.

Q10   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?

A10   New starters are given FOI awareness training at the Staff induction, there are no guest speakers.

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

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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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 676474.

Yours,

Leah Carlisle
Deputy Head of Quality, Safety & Compliance