

Ref: FOIA Reference 2021/22-303

Date: 9th September 2021

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 7th September 2021 requesting information under the Freedom of Information Act (2000) regarding FOI

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 sorry to trouble you. I am seeking information on the management of Freedom of Information requests to your Trust. Specifically, I would be grateful if you could provide me with the following information:

Which Department in your Trust manages the FOI requests? E.g. Information Governance, Legal Services etc.

A1 Data, Security and Protection

Q2 The structure of the FOI Team, e.g. number of Managers, Admin Assistants, and assigned roles.

A2 I can confirm that the Trust holds information regarding structure of the FOI Team, but feel this information is exempt under section 21: *information reasonably accessible by other means*. This is because the information is available via the Trust's public website at the following link:

<http://www.uhm.nhs.uk/about-us/regulatory-information/freedom-of-information-publication-scheme/freedom-of-information-disclosure-log/>

FOI reference 061-2122 April 2021

Q3 The pay banding of members of the FOI Team.

A3 See below;

- 1 x Band 7
- 1 x band 4

Q4 Who signs off the FOI responses?

A4 Relevant Executive and the communications team

Q5 Are the FOI responses checked from a legal standpoint before being sent out?

A5 When required

Q6 Are the FOI responses checked by a member of the Executive Team before being sent out?

A6 See answer 4

Q7 If possible, I would be grateful if you could send a job description and SOP for personnel within the FOI Team

A7 Please see attached SOP.

I can confirm that the Trust holds information regarding job description, but feel this information is exempt under section 21: *information reasonably accessible by other means*. This is because the information is available via the Trust's public website at the following link:

<http://www.uhnm.nhs.uk/about-us/regulatory-information/freedom-of-information-publication-scheme/freedom-of-information-disclosure-log/>

FOI reference 594-201 March 2021

*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 671612.

Yours,



Jean Lehnert
Data, Security & Protection Manager