

Information Governance

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Littlemore Mental Health Centre
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23 July 2018
Our ref: 18190129

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 10 July, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

Please feel free to either treat this as an FOI request, or pass it directly to your legal services department for direct response, whichever is easiest for you.

Could you please provide a summary of your legal department structure, either in chart form, or by title and banding. Additionally as part of the same chart could you advise whether any member of staff has a formal legal qualification eg Cilex, Solicitor, Barrister etc, and if so whether they hold a current practicing certificate.

Response:

The Trust does not have a legal services department, but a small Inquests & Claims team, which is comprised of:

- Inquests, Claims & Risk Manager – Band 7; and
- Inquests & Claims Officer – Band 5.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance