

**Information Governance**

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11 March 2019  
Reference no.18190451

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 7 March 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 and Response:](#)

FOI MONTHLY STATS

1. [How many FOI requests were received by your Trust each month between 1 April 2018 and 30 November 2018? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.](#)

20+

April	45	2
May	47	0
June	26	0
July	53	0
August	46	1
September	32	0
October	44	0
November	47	1

2. [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? Please provide the individual monthly figures rather than an aggregated one. The figures will be anonymised on data entry.](#)

See Above.

## FOI TRUST RESOURCE

3. 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)

0.2 wte, 7.5 hours per week

4. How long have staff processing FOI requests been in post for in years/months?

2 years

5. Have staff handling FOI requests previously worked in the NHS prior to taking up their present role?

(If yes, was that work in a clinical capacity such as nursing?)

Yes, IT support

6. What NHS grade are staff handling FOI requests?

5.

7. 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)

Excel spreadsheet

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

No.

## TRUST RESOURCES

9. What is your Trust's annual overall budget for the current financial year 2018/2019?

The Trust publishes information in the Annual Accounts, accessible via the following URI:

[https://www.oxfordhealth.nhs.uk/wp-content/uploads/2017/04/Annual-Report-and-Accounts\\_FINAL.pdf](https://www.oxfordhealth.nhs.uk/wp-content/uploads/2017/04/Annual-Report-and-Accounts_FINAL.pdf)

2018/2019 will be published in July, and section 22, intended for future publication, has been applied to this element of your request.

10. How many staff overall are employed by your Trust?

The Trust publishes information in the Annual Accounts, accessible via the following URI:

[https://www.oxfordhealth.nhs.uk/wp-content/uploads/2017/04/Annual-Report-and-Accounts\\_FINAL.pdf](https://www.oxfordhealth.nhs.uk/wp-content/uploads/2017/04/Annual-Report-and-Accounts_FINAL.pdf)

2018/2019 will be published in July, and section 22, intended for future publication, has been applied to this element of your request.

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

2 million

#### FOI TRAINING

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

No.

13 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?

No, however FoIA features in Induction and mandatory information governance training.

If you are concerned 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