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Darlington Memorial Hospital
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Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 05.24.15

FOI Direct line: 01325 743700
Email: cdda-tr.cddftfoi@nhs.net

Email only

3rd June 2024

Dear

Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 8th May 2024 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to FOI Team Structure and I am providing the following information in response to your specific questions:

I am writing to request the following information under the Freedom of Information Act 2000 regarding FOI Team and structure.

1. Please can I have your FOI team structure with Banding and job titles?

1WTE, Corporate Affairs Manager – B7
2WTE (1.8WTE appointed), Corporate Records and Freedom of Information Facilitators – B4

Please note that these roles are not wholly dedicated to the processing of FOI requests. The Corporate Affairs Manager has a range of additional responsibilities, in particular overseeing the corporate records function and the administration of Board, Committee and Council of Governors' meetings. The Corporate Records and FOI Facilitators have additional responsibilities as outlined in the Job Description provided in response to Question 3.

2. Does the organisation allow Hybrid/Home remote working?

The Trust has an Agile Working policy in place.

3. Job Description for FOI administrator.

Please find attached the Job description, please note that the role is not FOI specific.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via cdda-tr.cddffoi@nhs.

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; www.ico.gov.uk.

Yours sincerely

Corporate Records and Freedom of Information Facilitator