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Request for Information Reference: 03.19.13

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Email only

3 April 2019

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 8 March 2019 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding FOI requests. Specifically you requested information as follows:

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?***

Answer:

Month	No of FOI requests received by the Trust
April 2018	46
May 2018	45
June 2018	43
July 2018	65
August 2018	57
September 2018	34
October 2018	44
November 2018	53

- 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.**

Answer:

Month	No of FOI requests responded to within the 20 working days	No of requests withdrawn	No of breaches
April 2018	42	2	2
May 2018	40	2	3
June 2018	38	5	0
July 2018	60	2	3
August 2018	52	3	2
September 2018	31	2	1
October 2018	40	1	3
November 2018	50	3	0

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)?**

Answer: The Trust employs a Freedom of Information Officer for 22 hours per week/ 0.59 wte to co-ordinate and respond to FOI requests. The Corporate Records Assistant provides administrative support as part of her role and works 30 hours/ 0.8wte.

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

Answer:

Freedom of Information Officer: 10 years

Corporate Records Assistant: 3.5 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?)**

Answer: Yes. In non-clinical roles.

6. What NHS grade are staff handling FOI requests?

Answer:

Freedom of Information Officer: Band 4

Corporate Records Assistant: Band 2

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)

Answer: MS Excel.

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

Answer: No

Trust Resources

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

Answer: The operating budget for 18/19 is £448.035m

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

Answer: 7,500

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

Answer: 650,000

FOI Training

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

Answer: Yes. The course facilitator was PDP.

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?

Answer: With regards to Freedom of Information the team facilitate FOI lunchtime drop in sessions and also offer ALL departments within the Trust FOI training at their team meetings. The FOI Officer also receives external legal updates and informs the FOI Team accordingly.

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. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

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

Telephone: 0303 123 1113

Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely
Joanna Tyrrell
Freedom of Information Officer