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Attachments	No

Freedom of Information Act Disclosure log - Reply Extract

You asked

FOI monthly Statistics

- 1. How many FOI requests were received by your Trust each month between 1 April 2018 and 30 November 2018?**

The Trust publishes its performance figures which includes the number of FOI requests received on the Trust website at:

<https://www.plymouthhospitals.nhs.uk/foi-compliance-statistics>.

- 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?**

The Trust does not yet hold all of the information requested. This is because some cases remain open within the 20 working day limit.

The Trust publishes its performance figures on the Trust website at: <https://www.plymouthhospitals.nhs.uk/foi-compliance-statistics>. Future data will be published here and is considered exempt from supply in accordance with section 22 – Information intended for future publication.

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)**

The Trust's Information Governance Team coordinates FOI. The team covers the whole working week.

The following whole time equivalents are dedicated to FOI; 0.6 Band 5, 1.0 Band 3.

Other staff time is used depending on FOI workload.

4. **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)**

Microsoft Excel spreadsheet

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

No

Trust resources

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

£513,000,000

7. **How many staff overall are employed by your Trust?**

7317 on 01/12/18

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

The Trust has a secondary care catchment of circa 450,000 in Plymouth, South West Devon and South East Cornwall, with a wider peninsula population of almost 2,000,000 people who can access its specialist services.

FOI training

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

Yes

- South West Information Group's Freedom of Information Act Training day
- Freeevacy preparation for British Computer Society FOI Practitioners exam

- 10. 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?**

Internal intranet training programmes and leaflets are provided. FOI is part of mandatory and induction training.

Attachments included: No