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Attachments	No

Freedom of Information Act Disclosure log - Reply Extract

You asked

1. How many FOI requests have been received by your trust on a year by year basis for the past 5 years?

	2016	2015	2014	2013	2012
Totals per annum	667	577	545	397	231
Average per month	55.6	48	45.5	31.5	19.25
Compliance	49%	46%	43%	44%	53%

2. How many of the FOI requests have breached the 20 working day limit stipulated by the act in the past 5 years?

Please find the recorded calendar year compliance in the table above. The Trust continues to comply with more requests on time, but the sharp increase in demand and complexity disguises the effort made to improve performance. The Trust is recruiting staff and undertaking other actions in order to improve section 10.-(1) compliance.

3. How many times were your trust were reported to the ICO because of breaches and if they issued fines/how much, etc - for past 5 years?

Twice for breach of section 10.-(1)

4. Please can you able to advise how long the average FOI request takes to complete?

Based on 2016/17 disclosures, the figure is 23.81 days.

5. Please can you advise the minimum time and cost and the maximum time and cost of an FOI request?

This information is not recorded.

6. Please can you advise how many staff you have in your department working on FOI requests and WTE?

The Trust has 0.60 whole time equivalent staffing for the processing of Freedom of Information Act requests. Staff across the Trust contribute by gathering data, offering advice and approving proposed replies.

- 7. Please can you confirm what computer systems do you your to manage your FOIs, (Citrix, Proteus, etc)?**

Microsoft Excel

- 8. What is your estimated cost in terms of consultant time, admin staff, secs, managers spent on FOI requests?**

The Trust does not hold this information.