Request under Freedom of Information Act 2000

Request Ref: NGFOI 18/19: 665

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 08/03/2019.

I am pleased to be able to provide you with the following information:

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.*

	Number of requests received
April 2018	**69**
May 2018	**69**
June 2018	**46**
July 2018	**66**
August 2018	**61**
September 2018	**44**
October 2018	**59**
November 2018	**61**

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.*

	Number of requests breached
April 2018	**1**
May 2018	**1**
June 2018	**0**
July 2018	**0**
August 2018	**0**
September 2018	**0**
October 2018	**0**
November 2018	**1**

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)*

   1 full time, who also has other duties

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

   Personal information of third parties is exempt from disclosure under Part II (Section 40 (2) - Personal Information) of the Act.

Access to personal information is governed by different legislation, the Data Protection Act 2018.

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?)

Personal information of third parties is exempt from disclosure under Part II (Section 40 (2) - Personal Information) of the Act.
Access to personal information is governed by different legislation, the Data Protection Act 2018.

6. *What NHS grade are staff handling FOI requests?*

Grade 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)

MS Outlook and MS 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?*

£333 million

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

5, 213 permanent staff
1, 094 bank staff

These figures rare correct as of February 2019.

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

Exemption under Section 21 – Information Accessible by Other Means.
The information you have requested is largely available publicly through other means at https://www.northamptongeneral.nhs.uk/About/Our-Organisation/About-the-Organisation.aspx

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?*

   Yes. Internal training as part of Information Governance training and newsletters to raise awareness. Effectiveness is not measured.