

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

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

April - 49
May - 43
June - 38
July - 48
August - 53
September - 39
October - 50
November - 44

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?

April - 1
May - 0
June - 0
July - 1
August - 1
September - 4
October - 6
November - 6

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.

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)

MS access database

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

Yes

TRUST RESOURCES

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

The Trust are withholding this information under Section 22 Freedom of Information Act, which states that public bodies are not obliged to disclose information that is intended for future publication. The Trust intends to publish this information on the website in April 2019.

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

The number of staff employed is 3547 (headcount) and 3065.4 WTE, as at the end of November 2018.

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

This information can be found at <https://www.mkuh.nhs.uk/about-us/public-documents/annual-reports>

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 – Freevacy

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?

FOI awareness is covered in Trust induction and is required mandatory training. Training is delivered by a member of the Information Governance team.

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If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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