

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 07 September 2021.

I am pleased to confirm the following.

- **Which Department in your Trust manages the FOI requests? E.g., Information Governance, Legal Services etc.**

Information Governance

- **The structure of the FOI Team, e.g., number of Managers, Admin Assistants, and assigned roles.**

1 FOI Officer

- **The pay banding of members of the FOI Team.**

Band 5

- **Who signs off the FOI responses?**

The Executive Team

- **Are the FOI responses checked from a legal standpoint before being sent out?**

No

- **Are the FOI responses checked by a member of the Executive Team before being sent out?**

Yes

- **If possible, I would be grateful if you could send a job description and SOP for personnel within the FOI Team.**

This is not available

You are advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the

information must be reproduced accurately and not used in a misleading manner.

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

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.