Freedom of Information Request 349-1819.

Request and Response

1. How many people are employed to deal with FOI?

FOI is administered as part of the role of officers within the Information Management Team. This team is responsible for information management / governance in its wider sense. This includes, but is not limited to, the following:

- Oversee the Information Governance Framework
- Implementation of GDPR and Data Protection legislation (plus associated right of access and other information requests),
- Statutory Data Protection Officer role,
- Freedom Of Information
- Information sharing
- Privacy Impact Assessments and Risk Assessments
- Records management
- Data Breach and Incident Management
- Data Quality

The Information Management Team currently consists of the equivalent of 11 FTEs, with this including all staff from a placement Apprentice through to Head of Service. No officer is specifically dedicated to a single theme (e.g. FOI). Each officer, at each pay grade, has a range of tasks across all work areas.

2. What is the budget for administering FOI?

No information recorded for specifically administering FOI. The salary costs for the wider Information Management Team, incorporating all responsibilities and posts at all levels, is £312,000.

3. Do you use case management software for FOI? If so, which one?

We use Microsoft SharePoint.

4. Do you publish a disclosure log?

At this moment in time we do not have a Disclosure Log, however we feel it relevant to advise that we are currently developing disclosure. This will be published on our website within the next few months.