



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 1 April 2019

**Re: Freedom of Information Request**  
**Ref: 72- 2019**

Thank you for your email dated 7th March 2019 requesting information regarding FOI requests and Trust resources.

The information that you require is as follows:

**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.**

**This information is exempt under S21 of the Act: Information is accessible by other means, as this information has now been published on our public website as part of our Publication Scheme. Please find the link to our 'Disclosure log & FOI Comparison Statistics' below:**

**<https://www.clatterbridgecc.nhs.uk/about-centre/access-to-information/freedom-information-foi/freedom-information-responses>**

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.**

**As above**

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

2 years 6 months

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?)

Yes, not in a clinical capacity

6. What NHS grade are staff handling FOI requests?

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)

Spreadsheet

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

Yes

## TRUST RESOURCES

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

£145,600,000

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

1315

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

This information is exempt under S21 of the Act: Information is accessible by other means as this information is published on our public website. Please see the link to our website below:

<https://www.clatterbridgecc.nhs.uk/about-centre/mission-aims-and-values>

## FOI TRAINING

12 Have your FOI coordination staff attended externally provided training courses on Freedom of Information? If so, could you list the provider?

Yes- PDP

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?

No- However, FOIA is covered within Information Governance Training

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:**

**<https://www.surveymonkey.co.uk/r/H39RFMM>**