

Date: Tuesday, 14th September 2021
Our Ref: MB/SS FOI 4879

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Re: Freedom of Information Request FOI 4879

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 07th September 2021.

Your request was as follows:

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

Here at The Walton Centre NHS Foundation Trust (WCFT) The Information Governance Department manages all FOI requests.

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

Please see attached Information Governance Department Structure.

- The pay banding of members of the FOI Team.

Please see attached Information Governance Department Structure.

- Who signs off the FOI responses?

All FOI's have first sign off completed by the head of the department who has supplied the information to support the request and final sign off is completed by the WCFT Senior information risk owner (SIRO) before being released.

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

All relevant FOI responses are checked from senior management before being released. If a request requires further advice from a legal standpoint this is sought when necessary.

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

Yes all FOI responses are checked by WCFT SIRO who is part of The Trust Executive Team.

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

Please see attached.

Please see our response above in blue.

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of

Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. 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 the Freedom of Information Office at the address above.

Please remember to quote the reference number, FOI 4879 in any future communications.

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

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information