

**Freedom of Information Request – 3913**

Dear James Paget University Hospitals NHS Foundation Trust,

1. A copy of your department's guidance to processing freedom of information requests. To include your organisations policy on handling freedom of information request and the internal process you have within your department.  
*See attached our current freedom of information policy*

2. How many requests have you received from 01 January 2016 to date, broken down by month if possible?

Month and Year	Total		Month and Year	Total
Jan-16	46		Jan-17	50
Feb-16	50		Feb-17	57
Mar-16	56		Mar-17	50
Apr-16	47		Apr-17	49
May-16	44		May-17	39
Jun-16	47		Jun-17	46
Jul-16	45		Jul-17	51
Aug-16	57		Aug-17	60
Sep-16	45		Sep-17	36
Oct-16	46		Oct-17	56
Nov-16	46		Nov-17	48
Dec-16	36		Dec-17	37
			Jan-18	10

3. How many staff do you employ within your Freedom of Information department? WTE if possible.  
*1 person, 18 hours per week. In 2017 this was reduced to 12.5 hours a week due to maternity leave of permanent post holder*
4. Since 01 January 2016, how many FOI's have breached the Act?  
*329*
5. Since 01 January 2016, what is the longest breach you have had, if any? Can you please explain the reason for breaching the 20 day  
*287 days – Information provided late due to prioritisation of operational requirements*

