

**FOI 2017/211**

1. In the last 3 financial years, how many FOI requests has your Trust received and processed?  
**The Trust compiles requests on a calendar year basis, so the figures in the matrix listed below have been listed by calendar year.**
2. Of those requests, how many were responded to within the statutory 20 working days? **Figures are in the matrix listed below.**
3. How many of those requests were reviews / appeals into information already provided by your Trust? **Requests for reviews of previously provided information are not dealt with as new requests so they have been included in the total figures. Figures for those requested reviews on previously provided information are in the matrix listed below.**
4. What is the longest time, in days, that any request has been overdue by? **5 days**
5. How many staff do you have working within your FOI Team (e.g., processing / approving requests)?  
**The Trust does not have a dedicated FOI team, this function is part of the duties of the Information Governance team which comprises of 2 WTE staff.**
6. Please can you provide a copy of your Freedom of Information Policy and Procedure and any Policy, Procedure or working guidelines for your publication scheme?

Year	No. of requests (Q1) received	No of requests responded to within 20 working days (Q2)	No. of reviews (Q3)
2014	220	209	4
2015	262	259	5
2016	339	330	6
2017 (to end of June)	191	190	1