

**Freedom of Information Act 2000 – Request Reference FoI/24/169**

**Freedom of Information Costs**

**Information Requested:**

For the last 3 tax year's (23/22, 22/21, 21/20) please provide the total cost of:

- Total number of staff hired with responsibility for freedom of information requests, (full time equivalent) .
- Total salary costs for staff with responsibility for freedom of information requests.
- Total for all other costs associated with handling freedom of information requests.
- Total number of freedom of information requests received, and total number responded with the requested information.

**Response Details:**

**1. Total number of staff hired with responsibility for freedom of information requests, (full time equivalent).**

The responsibility for processing requests pursuant to the Freedom of Information Act 2000 (FOIA) sits with the Information Governance (IG) department. The IG team consists of 5 staff. For the purpose of resilience and consistency, the FOIA function is performed across the team. However, all team members also have non-FOI responsibilities.

**2. Total salary costs for staff with responsibility for freedom of information requests.**

The UHB considers salary costs, which will identify the spine points of individuals within the team, to constitute personal data as defined under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Its disclosure would be contrary to the data protection principles and constitute unfair and unlawful processing with regard to Articles 5, 6, and 9 of the UK GDPR. We are therefore withholding this detail under section 40(2) of the Freedom of Information Act 2000. This exemption is absolute and therefore there is no requirement to apply the public interest test.

However, the UHB is able to provide the department's structure along with the associated bandings, which should provide an indication of funding. The current Information Governance structure is as follows:

- Head of Information Governance & Cyber Security – Band 8b
- Information Governance Manager – Band 8a
- Information Governance Supervisor – Band 5
- Information Governance Co-ordinator x2 – Band 4

There are no vacancies within the team.

**3. Total for all other costs associated with handling freedom of information requests.**

Cardiff and Vale University Health Board does not hold this information. Under our Section 16 duty to provide advice and assistance, the UHB is happy to confirm that it received 691 FOIA requests in 2023 (calendar year). For each request received, the IG team requests the relevant information from the UHB department(s) most likely to hold it. This will then require the time of senior staff within those departments, who are often clinical staff. The time dedicated to responding to requests will vary greatly, depending on the nature and scale of the request. Some requests are limited to a single question, whilst others are extremely broad and require several hours' work to compile a response.

**4. Total number of freedom of information requests received, and total number responded with the requested information.**

Financial Year	Total Requests	Compliant Requests	Compliance %
<b>2023/24 (to Jan 2024)</b>	<b>619</b>	<b>531</b>	<b>86%</b>
<b>2022/23</b>	<b>629</b>	<b>536</b>	<b>85%</b>
<b>2021/22</b>	<b>579</b>	<b>475</b>	<b>82%</b>
<b>2020/21</b>	<b>520</b>	<b>325</b>	<b>63%</b>
<b>2019/20</b>	<b>536</b>	<b>453</b>	<b>85%</b>

Please note that compliance with a request does not always represent a full disclosure of the information sought. A public authority is only required to disclose information to the extent that it is held in recorded form. The FOIA also includes numerous provisions that exempt public authorities from the obligation to disclose information.