

04 April 2024

## **Cost of Processing Freedom of Information**

**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)**

As per the Information Commissioners Office "FOIs are everyone's responsibility".

Within the Trust's Public Liaison Service five staff process FOI requests, this is alongside written and oral Assembly questions, enquiries from MPs, MLAs, Councillors and constituency offices, enquiries from the Health Committee and enquiries from the Health Minister's Private Office.

1 WTE x Band 7  
4 WTE x Band 5

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

All pay band information is already publically available via this link:  
[Pay Bands in Health & Social Care - HSCNI Jobs](#)

Processing FOI requests is part of, but not limited to, the roles of the above five individuals. The Public Liaison Service process written and oral Assembly questions, enquiries from MPs, MLAs, Councillors and constituency offices, enquiries from the Health Committee and enquiries from the Health Minister's Private Office.

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

Information not recorded.

04 April 2024

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

	Tax Year 22/23	Tax Year 21/22	Tax Year 20/21
<b>FOIs received</b>	658	708	601
<b>All information delivered</b>	401	456	369
<b>Information partially delivered</b>	126	105	49
<b>No Information Delivered</b>	49	28	53
<b>Information not held</b>	29	23	17
<b>Information available elsewhere in the Trust</b>	8	0	5
<b>Lapsed</b>	7	6	7
<b>Transferred to another Public Authority for response</b>	9	11	14
<b>Withdrawn by requestor</b>	1	2	3
<b>Other</b>	28	77	84

**NB:- Our recording system breaks down FOI requests into the categories below and anything not accounted for above, will have fallen into one of the categories below:**

<b>Outcome</b>	<b>Notes</b>
All Information Delivered	Everything requested was released
Information Partially Delivered	Part of what was requested was released. An exemption/s will have been applied to part of the request or some information may not have been recorded
No Information Delivered	An exemption/s will have been applied to part of the request or some information may not have been recorded
Information not held	Information not recorded therefore there was nothing to release
Information available elsewhere in the Trust	Information already available to the public on our website or in a published report. Requester would be sent details or a link of where to access directly.
Lapsed	Requester asked to clarify or refine their request but has not come back to us with the necessary detail within 20 working days
Transferred to another Public Authority for response	Not for the Trust to respond to. Will have been passed, with requester's agreement, to another public authority
Withdrawn by requestor	Requester notified us that they no longer require the information

**04 April 2024**