



PUBLIC LIAISON

Update

VOL. 3

Do you or your team need Freedom of Information (FOI) Training?

Did you know that FOI requests are everyone's responsibility, and in fact, requests could be received by anyone in the Trust.

Do you have staff who are unsure:

- What to do if they receive an FOI?
- How to respond to an FOI request?
- What information to include in a response?
- What the Trust policies are around releasing staff info?

If so, join us during **MARCH TO SAFETY** on 22 March at 11am or 27 March at 11am to make sure you and your team are covered, or let us know if your service would prefer some bespoke training, at a date and time convenient to you.

The Information Commissioners Office (ICO) states "It is important that all staff are trained in FOI procedures. The level of staff training might depend on their role. However all staff should be trained in how to recognise a request, what to do if you receive a request and, if the role requires it, how to complete a request."

FOI Requests

15
Days

Replies, by law, need to be issued within 20 working days.

We ask you for the information by day **15** to ensure everything has been addressed and that exemption queries or redactions are sorted out in good time, allowing us to issue the reply, upload to the Trust's [disclosure log](#) on the website and close off by day 20.

As agreed at Exec Team, we only accept FOI responses from Co Directors and it is the responsibility of the Co Director to:

- Collate all responses from within their Directorate
- Ensure the collated response answers exactly what has been asked
- Confirm with their team that no hidden data is included ([click here for checklist](#))
- Submit one clear and concise response to Public Liaison for review

Once we are satisfied with the response we add it to our FOI response template and forward the final response to the lead Director for sign off.

RAG REPORT

We send Directors, Co Directors and their PAs a RAG report every Monday afternoon. This is designed to help you keep on top of all enquiries sent to your Directorate, to make you aware of how long is left to reply and to highlight anything overdue.

FOI Process



