

Freedom of Information request 483-19

Request

- 1) Do you have a dedicated staff team or department to deal with FoI requests?
- 2) If yes, does this staff team also:
 - a) Deal with environmental information requests? Yes/no
 - b) Deal with data protection and GDPR? Yes/no
- 3) How many members of staff (Full/Whole Time Equivalent), currently (latest available) work principally on delivering on your legal responsibilities under Freedom of Information legislation?
- 4) Please provide their job titles and grades.
- 5) In September 2014 and September 2011, how many members of staff (Full/Whole Time Equivalent) worked principally on delivering on your legal responsibilities under Freedom of Information legislation?
- 6) Please provide their job titles and grades.
- 7) How much money did you spend in your financial years 2018/2019, 2013/2014 and 2010/2011 on delivering obligations under FoISA - which includes answering individual requests, identifying and proactively publishing information, maintaining a disclosure log and staff training?
- 8) Do you currently publish a disclosure log of your FOI responses?
- 9) If so, how often is it updated?
- 10) Does it include the text of all questions and all responses? Please provide a link to the Disclosure Log?
- 11) If no to question 8, did you previously publish one?
- 12) If you previously published a disclosure log, when did you stop publishing this?
- 13) If you previously published one, did it include the text of all questions and all responses?
- 14) If yes to question 12, when did you stop publishing the text of all your FOI responses?

Response

1. Yes.
2. a) Yes
b) No

3. One member of staff, 0.9 WTE.
4. The title of this post is FOI Coordinator at A&C Band 4.
5. In September 2014 there was one 0.9 WTE in post who worked principally on FOI legislation. Prior to 2013 NHS Borders did not have a dedicated resource and this function was maintained by the Communications Team along with their other duties.
6. As of September 2014 the title of the post was FOI Coordinator at A&C Band 4.
7. NHS Borders do not record this data, therefore under Section 12 of the FOI(S)A 2002 this data cannot be provided.
8. Yes.
9. The disclosure log is updated on a monthly basis.
10. Yes, these are available at the following link: <http://www.nhsborders.scot.nhs.uk/corporate-information/freedom-of-information/request-and-responses-register/>
11. Not applicable.
12. Not applicable.
13. Not applicable.
14. Not applicable.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **483-19** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.