Harrogate and District NHS
NHS Foundation Trust

Freedom of Information Request Procedure

1. The FOI officer receives all Freedom of Information requests in the FOI Inbox. The PA to the Chief Executive oversees this inbox and then logs all the requests electronically including date of receipt, request type, 20 day deadline etc.

As over 50% of FOI Requests relate to Finance, HR or Information services, these will be sent directly to a named contact in each department.

The appropriate contact will confirm receipt of the request and advise the FOI officer that they are dealing with the request.

When a request requires information from two or more of these sources one of the named contacts will take responsibility for the request and liaise with the relevant department to ensure all the required information is collated.

The response will then be finalised and forwarded to the FOI Officer directly who will approve the response. The response will then be out into the Trust's standard format and sent to the originator of the request.

The time taken to respond to the request will be logged.

Each departmental contact has provided the FOI Officer with details of a deputy who will deal with requests during times of annual leave/ sickness etc.

2. Any other type of request that does not fall into one of the departments above will be dealt with by the FOI officer or the Head of Communications.

Upon receipt of the FOI request the FOI officer or Head of Communications will decide who the most appropriate member of staff is to deal with the request. The FOI will then be forwarded to this member of staff who will be advised of the deadline for the response.

The FOI officer will monitor the request to ensure a response is provided in a timely manner.

As above final responses will be forwarded to the FOI Officer for approval. They will then be put into the Trust's standard format before sending onto the originator of the request.

The time taken to respond to the request will be logged.