

FOI 2295

8th April 2024

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Under the Freedom of Information Act, I would like to request the following 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).**

Response:

The Information Governance Department have responsibility for managing Freedom of Information requests however this is not their only role as they also support service provision and provide support to a range of stakeholders and services internally and externally. The Information Governance Dept. plays an essential role in supporting confidentiality, data protection, records management, freedom of information and information security issues across the organisation. In 2022/23 the Information Governance Dept. expanded to manage the ongoing Troubles Permanent Disablement Payment Scheme

At the beginning of the 20/21 tax year the Information Governance Dept. consisted of:

- 1.0 WTE Band 8B Head of Service
- 2.55 WTE Band 6 Information Governance Managers
- 1.8 WTE Band 4 Information Governance Officers
- 0.6 WTE Band 3 Informatics Admin Support Officer
- 2.0 WTE Band 2 Closed Records Officers

At the beginning of the 21/22 tax year the Information Governance Dept. consisted of:

- 1.0 WTE Band 8B Head of Service
- 2.55 WTE Band 6 Information Governance Managers
- 2.6 WTE Band 4 Information Governance Officers
- 2.0 WTE Band 2 Closed Records Officers

At the beginning of the 22/23 tax year the Information Governance Dept. consisted of:

1.0 WTE Band 8B Head of Service
2.55 WTE Band 7 Senior Information Governance Managers
1.0 WTE Band 5 Information Governance Team Lead
3.9 WTE Band 4 Information Governance Officers
3.0 WTE Band 2 Closed Records Officers

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

See attached link to A4C pay scales

<https://jobs.hscni.net/Information/8/pay-bands-in-health-social-care>

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

This information is not recorded.

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

20/21 - 349 FOI requests were received – 88% were processed within the legal timeframe of 20 working days.

21/22 - 454 FOI requests were received – 75% were processed within the legal timeframe of 20 working days.

22/23 – 456 FOI requests were received – 69% were processed within the legal timeframe of 20 working days.

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