

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on Monday 29th January 2024
I am pleased to confirm the following.

FOI Request

Regarding the past 12 months or past calendar year:

1. How many FOI requests have you received in your organisation?

680

2. How many of these requests have not been completed within the 20-working day timescale?

41

3. How many staff log/process FOI requests?

1 member of staff

4. What system is used to log and record Freedom of Information Requests? e.g. Ulysses, Excel

RADAR

5. Please provide the reasons that these requests were not completed within 20 working day timescale? E.g. lack of engagement, delay from departments who have the information, availability of staff, delay in approval process.

Lack of engagement, delay from departments who have the information, availability of staff, delay in approval process.

6. Do all staff in your organisation have training on what a Freedom of Information Request is?

Yes, within their Information Governance mandatory training.

7. Have you implemented any changes to improve the Freedom of Information Request response rate within your organisation? E.g. staff awareness, invested in better systems, hired more employees.

No

8. If you have any other comments about responding to FOI requests or completing the requests within 20 working days, please write them here.

N/A

Please be advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

Any re-use of this information will be subject to the
'Re-use of Public Sector Information Regulations' and best practice.