

Freedom of Information Act (FOI) 2000

Are We Meeting The
Standards?



What is the Act?

- Freedom of Information Act 2000: commitment to greater openness and accountability in the public sector
- To support the belief that openness and not secrecy should be the norm in public life. The Trust wants to create a climate of transparency

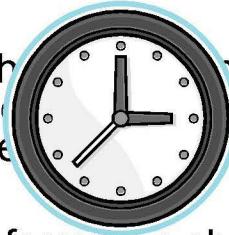


(click) Freedom of Information Act 2000 is part of the Governments commitment to greater openness and accountability in the public sector, a commitment supported by Southampton City Primary Care Trust

(click) To support the belief that openness and not secrecy should be the norm in public life. The Trust wasn't to create a climate of transparency

FOI The Standards

- FOI requests must be responded to with either a disclosure or exemption within 20 working days.
- Requests under the FOI Act must be received in writing (including e-mail) unless it is an Environmental Information Request which can be made verbally.
- Any request for information should be considered under the FOI Act
- A requestor does not need to state a reason



Releasing Information

- If you hold the information being requested then you must release it, unless a FOI Exemption applies.
- What should you release?
 - Information the Service holds
 - Information individuals hold, e.g. on their H.Drive
 - Emails and other communications
 - Information held by the Trust, but created by a third party (with their permission)
- The appropriate IAO must approve the response to ensure that it is appropriate.



FOI Exemptions

The most common exceptions are;

- S13 Exemption where cost of compliance exceeds appropriate limit
- S40 Personal Information
- S43 Commercial Interest.

All exemptions can be found on the Information Commissioner's Website

[http://www.ico.gov.uk/home/what we cover/freedom of information/guidance.aspx#exequidance](http://www.ico.gov.uk/home/what_we_cover/freedom_of_information/guidance.aspx#exequidance)



Out of Office

“If you are requesting information under the Freedom of Information Act 2000, Environmental Information Regulations 2000 or Data Protection Act 1998, please redirect your e-mail to foi@scpct.nhs.uk Any statutory timeframe for a response will not commence until the request is received by the above named alternative contact.”



Publication Scheme

- The publication scheme is being managed centrally
- Information should be submitted to the Corporate Services Team

Your responsibility is to ensure that you submit the latest information for your department, they are your



Classes of Information

The Publication Scheme consists of 7 groups of information

Who we are and what we do?	Organisational structure, Contact details, trust guide
What we spend and how we spend it?	Accounts, Budgets, Audit reports
What are our priorities and how are we doing?	Annual report, targets, strategies, performance reports, services achievements, IG + RM
How we make decisions?	Board papers, PPI, Decision making process, Information governance, data custodian
Our policies and procedures	Policies & procedures, complaints, estate management
List and registers	Asset register, Disclosure log
The services we offer	Leaflets/booklets/newsletters, Clinical/non-clinical services



Benefits of the Publication Scheme for Your Department:

- A central resource of information
- Encourages good records management
- Valuable as a housekeeping exercise
- Effectively promotes good work
- Demonstrates to the public a commitment to openness from the Trust
- Reduces the administrative burden of dealing with FOI requests



(click) Acts as an internal communications tool – A central resource of information

(click) Encourages good records management so that information can be quickly identified and retrieved

(click) Reduces the administrative burden of dealing with FOI requests

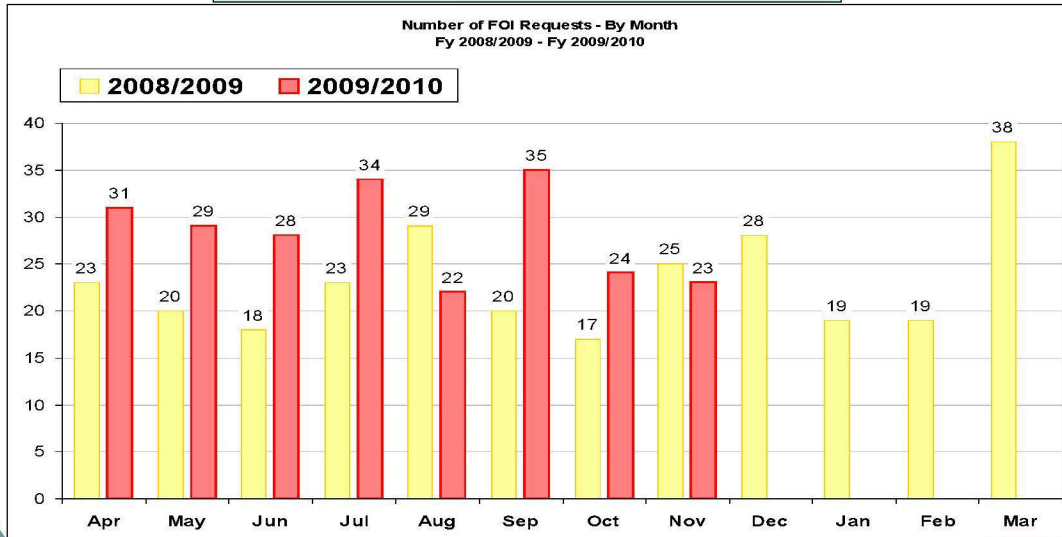
(click) Valuable as a housekeeping exercise – Ensures plans and reports are routinely produced/updated.

(click) An opportunity to disseminate information/achievements about the work of your department and the trust as a whole, raising public awareness of its objectives, activities and services – Effectively promoting your good work

(click) Demonstrates to the public a commitment to openness from the Trust

FOI Requests – Increase in Demand

2009/2009 (up to 30th November) - 226 Requests
2008/2009 - 279 Requests



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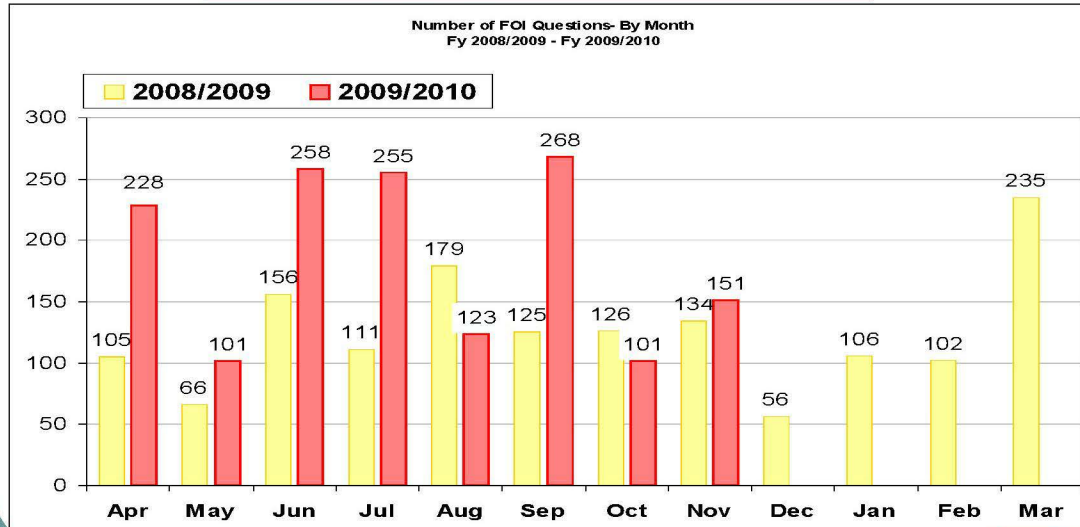
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FOI Requests – Increase in Demand

2009/2009 (up to 30th November) - 1485 Questions
2008/2009 - 1501 Questions



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