



Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust



Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust Headquarters
2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ
Ffôn/Phone : (029) 20196161
<https://velindre.nhs.wales>



Date: 8th April 2024
Ref: CORP 2024 - 054

Dear xxxx

Freedom of Information request: Cost of Processing Freedom of Information requests (CORP 2024 – 054)

Thank you for your request for information which the Trust received on 7th March 2024.

Your Request:

For the last 3 tax year's (23/22, 22/21, 21/20) please provide the total cost of:

1. *Total number of staff hired with responsibility for freedom of information requests, (full time equivalent)*
2. *Total salary costs for staff with responsibility for freedom of information requests.*
3. *Total for all other costs associated with handling freedom of information requests.*
4. *Total number of freedom of information requests received, and total number responded with the requested information.*

Please find the Trust's response below:

For the last 3 tax year's (23/22, 22/21, 21/20) please provide the total cost of:

1. **Total number of staff hired with responsibility for freedom of information requests, (full time equivalent).**

Period	Staff FTE	Salary Costs £
2020-21	0.625	22,277.97
2021-22	0.692	26,544.77
2022-23	0.825	35,829.02
Total:		84,651.76

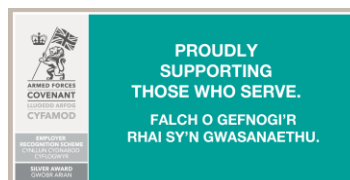
2. **Total salary costs for staff with responsibility for freedom of information requests.**

Please refer to the table above.

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

Whilst there are no other specific costs involved, other “staff time” would not be calculable as all departments within the Trust are actively involved in collating information for the Freedom of Information Team.

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

Date	FOIs received
6 th April 2020 – 5 th April 2021	124
6 th April 2021 – 5 th April 2022	156
6 th April 2022 – 5 th April 2023	197

The Trust did not historically record the data requested in a format that enables the information to be easily retrieved to the level of detail required to specifically answer your request.

In reaching this decision we estimate that it would take a minimum of 24 hours or £600 an amount of £150 over the core amount of £450 extra to obtain the data. The amount would require payment in full prior to the Trust undertaking the work.

As result, the Trust is applying a Qualified Exemption under Section 12 (Exemption where cost of compliance exceeds appropriate limit), the legislation in this instance states:

12 Exemption where cost of compliance exceeds appropriate limit.

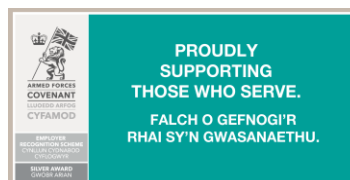
(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

The Trust has a duty to advise and assist you under Section 16 of the Act and can provide the following information: each request received in the periods above were responded to. The response will have included either:

- The information requested in full.
- Part of the information requested with an appropriate exemption used for the remainder.
- None of the information requested, with an appropriate exemption used.
- Confirmation that the response is not applicable to the Trust.
- Request for clarification of the request (if no clarification is received, the request is marked as closed with no further response)

The Trust has adopted the Information Commissioner’s Model Publication Scheme (<https://ico.org.uk/media/for-organisations/documents/1151/datasets-foi-guidance.pdf>) and our Freedom of Information Disclosure Log can be found through the following link: <https://velindre.nhs.wales/about-us/publications/freedom-of-information/foi-page-items/disclosure-logs/>

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I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff / Caerdydd
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

Lauren Fear
Director of Corporate Governance and Chief of Staff
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

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