

**Request for information under the Freedom of Information Act – 2021.944  
Released – 28 September 2021**

Thank you for your email received 7 September 2021 requesting information regarding FOI structure and management.

Please find detailed below a summary of your request, together with our response.

**Summary of your original request:**

**Which Department in your Trust manages the FOI requests? E.g. Information Governance, Legal Services etc.**

Information Governance

**The structure of the FOI Team, e.g. number of Managers, Admin Assistants, and assigned roles.**

A Compliance Officer, 0.6 WTE oversees Freedom of Information day to day with the support of the Information Governance Assurance Lead if required.

**The pay banding of members of the FOI Team.**

Information Governance Assurance Lead – Band 6  
Compliance Officer – Band 5

**Who signs off the FOI responses?**

No one, although possible contentious responses are reviewed by Directors and requests from journalists are reviewed by the Communications Team.

**Are the FOI responses checked from a legal standpoint before being sent out?**

No

**Are the FOI responses checked by a member of the Executive Team before being sent out?**

Please see above

**If possible, I would be grateful if you could send a job description and SOP for personnel within the FOI Team.**

We do not have a SOP relating to Freedom of Information so are not able to provide a response for this part of your request.

Chairman John Goulston Chief Executive Paul Bentley

Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

Job descriptions for both Information Governance Assurance Lead and Compliance Officer are currently being reviewed however, we have detailed below the roles and responsibilities for each role.

### **Information Governance Assurance Lead**

To be a member of the Corporate Services directorate responsible for raising the profile of IG across Kent Community Healthcare NHS Foundation Trust (Trust), ensuring year on year improvements in delivery of assurances in line with the requirements of the Data Security and Protection Assessment (DSPA). To work with the Information Governance Compliance Manager to ensure high quality, focussed and continually improving services are delivered.

- Leading on all aspects of corporate and clinical record management within the Trust including, but not limited to, archiving, audits, document records management systems, compliance with legislation and policy management.
- Leading on Trust compliance with all aspects of the Freedom of Information Act (FOIA) 2000 and associated Codes of Practice. Ensuring robust, effective and responsive standards are implemented and adhered to.
- Leading on the operational and developmental aspects of the FOIA within the Trust ensuring the organisation is working to achieve all standards identified within the DSPA
- Leading on the development and implementation of FOIA standards which will include a range of policies, procedures, standards, training and awareness programmes. This will include updating and maintaining the Trusts Publication Scheme.
- Leading on the collation and quality assurance checking of documented evidence to support the DSPA in all aspects;
- Implementing a range of IG projects that will support organisational objectives and the DSPA;
- Reviewing records management incidents and undertaking investigations to ensure appropriate management and controls are in place;
- To provide expert, knowledgeable and skilled advice, guidance and support in all matters relating to IG;
- To work with staff across the Trust ensuring that their differing IG requirements are addressed and resolved.
- To support and line manage the Compliance Officer.

To ensure that the Trust complies with all aspects of Information Governance (IG), associated Codes of Practice and robust, effective and responsive standards are implemented and adhered to.

To lead on the implementation of DSPA standards which will include a range of policies, procedures, standards, training and awareness programmes. This will include updating and maintaining the IG work plans and evidence logs.

## **Compliance Officer**

- Lead on the Freedom of Information Act 2000 (FOIA) compliance for the trust, to include maintaining a log of all requests, acknowledgement of requests and coordinating responses.
- Lead on the Environmental Information Regulations 2004 (EIRs) compliance for the trust, to include maintaining a log of all requests, acknowledgement of requests and coordinating responses.
- Lead on the Re-Use of Public Sector Information 2015 (RPSI) compliance for the trust, to include maintaining a log of all requests, acknowledgement of requests and coordinating responses.
- Lead on the maintenance and improvement of the trust Publication Scheme.
- Undertake discrete projects as they arise in support of the work of the team. This may include the coordination of external assessments, emerging national or local agendas or other corporate governance or assurance topics.