



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

Cadeirydd Dros Dro/ Interim Chair: **Emma Woollett**  
Prif Weithredwr/Chief Executive: **Tracy Myhill**

**gofalu am ein gilydd, cydweithio, gwella bob amser**  
**caring for each other, working together, always improving**

Rydym yn croesawu gohebiaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad/Date: 23rd July 2019  
Ein Cyf / Our Ref: 19-G-005

☎ 01639 648363  
✉ FOIA.Requests@wales.nhs.uk



Corporate Services  
Headquarters  
1 Talbot Gateway  
Baglan  
Port Talbot, SA12 7BR



I refer to your Freedom of Information Act Request acknowledged by ourselves on 5<sup>th</sup> July 2019. Your request sought information relating to requests for information received under the Freedom of Information Act.

Your questions are outlined below.

**[1] Please state the number of Freedom of Information requests submitted to the Board in the following years [a] 2014, [b]2015, [c] 2016, [d] 2017, [e] 2018, [f] 2019 to date**

Please find below the number of Freedom of Information requests recorded as being submitted to the health board within the timescales requested.

2014 - 432  
2015 - 415  
2016 - 482  
2017 - 606  
2018 - 604  
2019 (up to 30<sup>th</sup> June 2019) - 251

**[2] Please state the number of Freedom of Information requests complied with within the statutory response period in the following years [a] 2014, [b] 2015, [c] 2016, [d] 2017,[e] 2018, [f] 2019 to date**

Please find below the number of Freedom of Information requests recorded by the health board as being compliant with the statutory response period within the timescales requested:



**Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR**

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe  
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

2014 - 380  
2015 - 303  
2016 - 400  
2017 - 540  
2018 - 510  
2019 (up to 30<sup>th</sup> June 2019) - 195

\*Please note that the statutory response time for the purposes of this question is 20 working days from receipt of the original request.

**[3] Please state, the percentage of Freedom of Information requests not complied with within the statutory response period for the following years [a] 2014, [b] 2015, [c] 2016, [d] 2017, [e] 2018. [f] 2019 to date**

2014 – 12%  
2015 – 26 %  
2016 – 15%  
2017 – 11%  
2018 – 15%  
\*2019 (up to 30<sup>th</sup> May 2019) – 27%

\* We only hold information up to the 30<sup>th</sup> May 2019.

The figures above represents an average percent for each year of the number of request not responded to within 20 working days. All requests are responded to under the remit of the FOIA.

**[4] What is the percentage of Freedom of Information requests to which the Board failed to respond to within the statutory response period for the following years [a] 2014, [b] 2015, [c] 2016, [d] 2017, [e] 2018, [f] 2019 to date?**

Not relevant as all requests are acknowledged and responded to. Please see question 3.

**[5] Were the figures requested above ever presented to the Board itself in the form of a specific report or as part of general managerial data? If the answer to this question is yes, then please supply copies of the reports.**

Yes. However, please note the information is recorded in financial years. From financial year 2013/14 to 2017/18, I can confirm that the information you are seeking is held on our website. Under Section 21 of the Freedom of Information Act (information accessible by other means), we are not required to provide information in response to a request if the information that is already reasonably accessible to you. May I therefore recommend that you look at the following links to our website, which contains details of the Health Board's Annual Reports which includes within it information in relation to FOIA performance. <http://www.wales.nhs.uk/sitesplus/863/page/86452>



In addition to the above I can confirm that SBU Health Board does hold a copy of its 2018/19 Annual Report but this is currently in draft format and as a result I am unable to comply with your request. This is in line with Section 22 of the Freedom of Information Act which states that information is exempt if it is intended that the information held by the public authority will be published at a future date. I can however inform you that this draft document will be available on our website within the next few weeks.

**[6] Have any responses to Freedom of Information requests been purposely delayed at the direction of senior management beyond the statutory time response limit?**

No.

**If the answer to this question is yes, please state total numbers in the following years**

**[a] 2014, [b] 2015, [c] 2016, [d] 2017, [e] 2018, [f] 2019 to date.**

Not relevant.

**[7] Is my request of the 16/5/19 included in 6[f] above?**

No.

**If the answer to this question is no, what is the reason for the delay in supplying me with the information requested?**

Our response to your request for information dated the 16<sup>th</sup> May 2019 was posted to you on the 8<sup>th</sup> July 2019 and within the time limits for compliance under the Freedom of Information Act (Section 10).

The reason that the request was sent to you later than the 20<sup>th</sup> working day from receipt of your original request was that it was necessary to seek clarification from you in relation to one of the questions presented and a letter was sent out to you in relation this matter seeking further clarification.

Under the FOIA, where an authority needs further details to identify or locate any information, then the 20 working days will commence the day after it receives the required clarification from the requester.

Clarification was sought on the 7<sup>th</sup> June and we received your clarification response on 11<sup>th</sup> June 2019 and therefore the revised 20<sup>th</sup> working day was the 9<sup>th</sup> July 2019.

**[8] If the Board and its officers are having difficulty gathering the information requested, why hasn't the Board supplied any information at all?**

Collating the information for 19-E-028 was an onerous task as the information you were seeking is not held centrally on one system or within one department. Information was collated by the FOIA team from several members of health board staff across a number of departments. The information collated amounted to over 100 pieces of correspondence



which the FOI team had to work through in order to supply you with the information that you requested in your letter dated the 16<sup>th</sup> June 2019.

In addition to our response to your request for information mentioned above we are processing 19-F-035 and 19-G-005 which will be with you no later than 20 working days after the date of receipt of the request as per our previous letter dated the 5<sup>th</sup> July 2019.

**[9] If an instruction has been given to delay supplying me with the information I have requested, please specify from whom the instruction emanated.**

Not relevant. Please see question 6, 7 and 8.

I hope this information is helpful. If you require anything further please contact us at [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk).

Under the terms of the Health Board's Freedom of Information policy, individuals seeking access to recorded information held by the Health Board are entitled to request internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request please contact me directly at the address below or register your complaint via [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk).

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 029 2067 8400.

Yours sincerely



Pam Wenger  
**Director of Corporate Governance**

