

INFORMATION GOVERNANCE LEARNING & OPERATIONAL GROUP (IGLOG)

Freedom of Information Act (FOIA) Qtr 4 2024/25 Report (Jan to Mar)

Date of Meeting:	<i>18 September 2025</i>
Report Author:	<i>Katharine Thau, Corporate Administration Manager</i>
Report Sponsor:	<i>Kate Morgan, Head of Corporate Governance/FOIA Lead</i>
Report Presented by:	<i>Katharine Thau, Corporate Administration Manager</i>

Purpose

The purpose of this report is to report on the compliance and performance of the Health Board's Freedom of Information team within the statutory guidelines set by the Act.

This update report covers the period January to March 2025.

Background

The Freedom of Information Act 2000 gives public right of access to a variety of records and information held by public bodies. This came into force on 1st January 2005 and can relate to any information subject to certain exemptions.

The Health Board

- has a duty to provide reasonable advice and assistance to anyone making a request
- must aim to respond within **20 working days** and keep the applicant informed if this cannot be met
- does not have to release information if there is a provision in the Act conferring an absolute exemption
- must consider releasing information in the public interest if applicable
- where practicable, should supply the information requested, in the format requested
- is not obliged to comply with a request if the costs involved exceed the upper fees limit
- if refusing a request, must tell the applicant why and state which exemption is being relied on

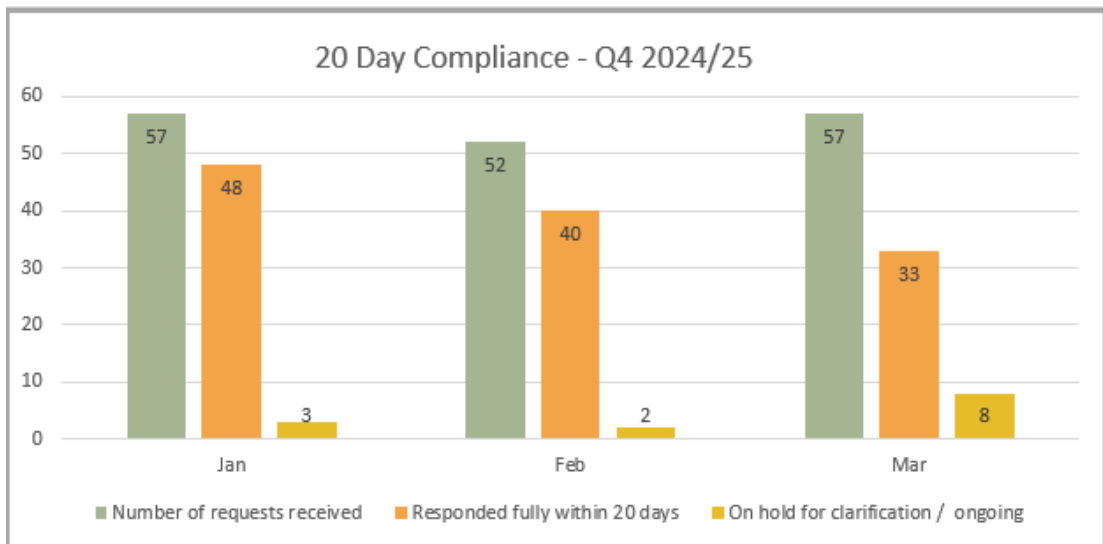
Directorate leads or other agreed nominees are responsible for the coordination and gathering of the information being requested, ensuring that they liaise with the appropriate individuals and/or other departments, as necessary, and return the information to the Health Board FOIA team within the timeframe laid down. The FOIA team set a 10 working-day internal timescale for departments to provide the required information. The ability to comply with the 10 day timescale can also be affected by the nature of the request as some can be complex often requiring numerous departments/directorate involvement.

Report Content

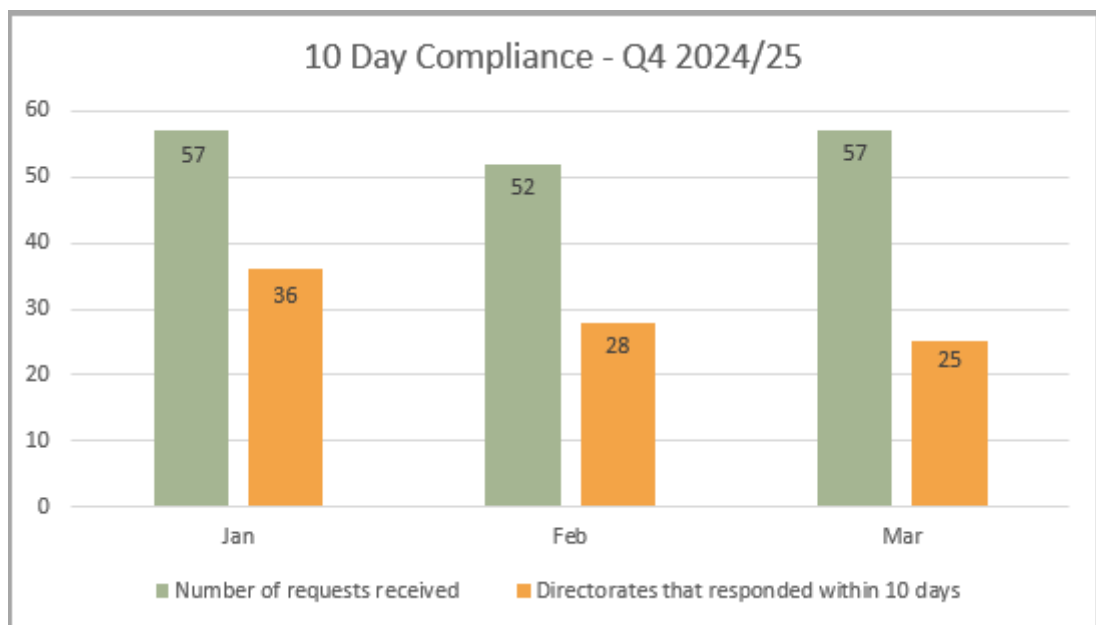
▪ Summary & 20 day compliance

The Health Board received 166 FOIA requests during Qtr4 2024/25. The Health Board answered 72.89% of these requests on time (within the 20 working days).

The graph below illustrates the Health Board's performance over Qtr4.



- **10 day information return compliance**



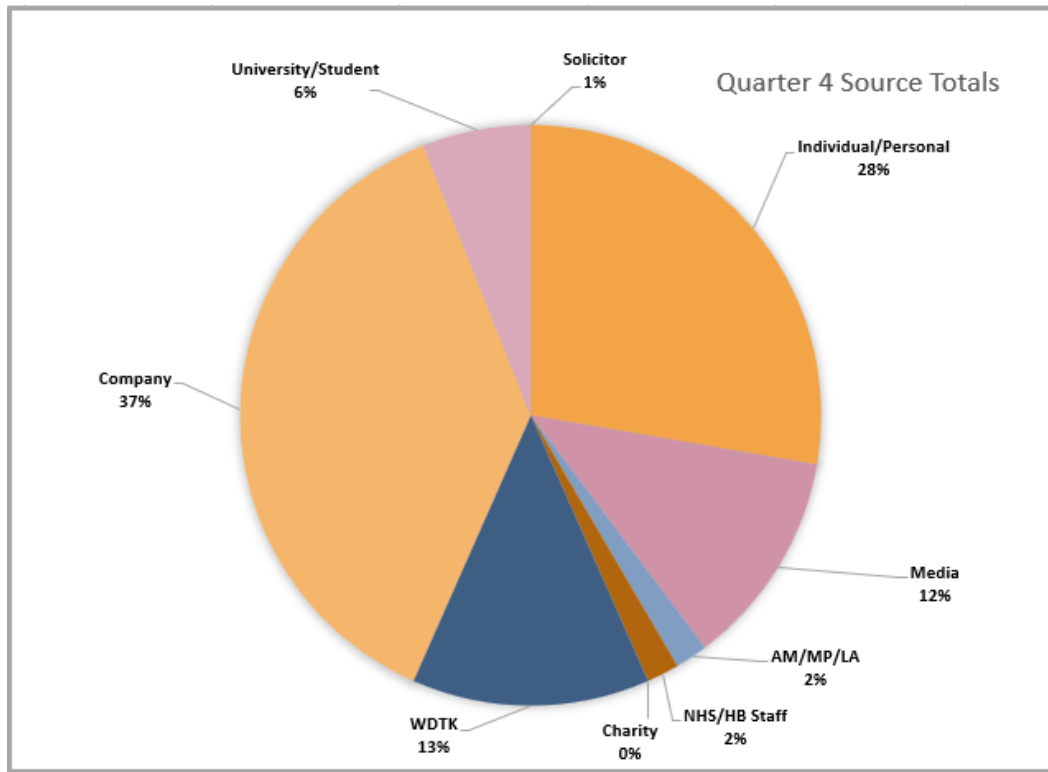
- **Internal Reviews**

The Health Board received 1 complaint about its FOIA responses in Qtr4.

- **Source of Requests**

In accordance with FOIA, the Health Board maintains an ‘applicant-blind’ approach when providing information in response to requests. However, where that information is voluntarily provided by an applicant, the type of requester is recorded by the FOIA Team to help identify where the main demand for information originates.

28% of requests to the Health Board were made by sources not identified i.e. ‘individual/unknown’. 13% of requests were made via the ‘whatdotheyknow.com’ – a website that allows requests to be submitted by members of the public via anonymous email addresses. Responses to these requests are automatically published online, further aiding the availability of FOIA disclosures.



Conclusion/Recommendations

- Members are requested to **ACCEPT** the contents of the report.

(Please include any updates requiring "APPROVAL" or "ESCALATION" to IGCAG)