

Ref: FOI/GS/ID 9102

**Please reply to:**  
FOI Administrator  
Trust Management  
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[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

10 May 2024

### **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to the FOI team.

*You asked: All questions are shown as received by the Trust.*

- 1. Please can I have your FOI team structure with Banding and job titles.*
- 2. Does the organisation allow Hybrid/Home remote working?*
- 3. Job Description for FOI administrator.*

Trust response:

- The FOI Administration role falls under the remit of the Head of Information Governance. FOI administration forms part of the role of the Information Governance Officer (Band 5). Details of the structure can be found on the Freedom of Information page on our website <https://www.mtw.nhs.uk/freedom-of-information/> . The link is towards the bottom of the page under Cyber security.
- Yes.
- The Information Governance Officer job description is attached to this email.