

FOI Disclosure Log

St. Thomas Surgery and West Cross Medical Centre

**Freedom of Information Act 2000 Disclosure Log**

The St. Thomas Surgery and West Cross Medical Centre disclosure log details the requests received under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 into the practice which we feel may be of the wider public interest and along with our responses to these requests.

All responses to requests received will be provided directly to the applicant prior to publication on the disclosure log.

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| --- | --- | --- | --- | --- | --- |
| Reference | Date of Request | Date of Response | Subject | Decision Made | Response |
| *001.FOI.2023* | *01/05/2023* | *14/05/2023* | *Number of missed appointments*  | *Granted* | *INSERT LINK* |
| *002.FOI.2023* | *12/06/2023* | *01/07/2023* | *Minutes of management meeting* | *Granted in part* | *INSERT LINK* |
| *003.FOI.2023* | *30/06/2023* | *10/07/2023* | *Sickness record and pay of named employee* | *Exemption applied* | *INSERT LINK* |
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# Reference

Each request should be allocated a unique reference number when it is received into the Practice.

# Date Request was received

The date the request was first received into the Practice.

# Date response sent

The date the final response was sent to the applicant – this should be within 20 working days.

# Subject

A brief description of the information requested.

# Decision Made

What was the response to the request?

[1. Granted]

[2. Granted in Part]

[3. Refused]

[4. Exemption Applied]

# Response

A link to the response should be included. The response must be anonymised prior to publication so that the details of the applicant are not disclosed. The response linked should include:

* Information requested
* Response sent, including:
	+ Confirmation of if the requested information is held (unless an exemption applies in doing so)
	+ The requested information (unless a refusal or exemption applies)
	+ Reason for refusal (if applicable)
		- Exceeding the cost limit set at £450 as stipulated in the FOI Act 2000
		- The requested is repeated
		- The request being vexatious in nature
	+ Any exemptions applied (if applicable)
	+ Any information provided under the Practice’s duty to advise and assist.