

Our ref: IG/FOI/FOI.043.26

3 March 2026

Sent via email to: [REDACTED]

Dear [REDACTED]

Request under the Freedom of Information Act 2000

I write further to your request for information which was received on 03 February 2026, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) does hold the information that you require, but have applied an exemption to elements of this request. For ease of reference your request is set out below and the Health Board's response follows.

Your Freedom of Information (FOI) Request:

Under the Freedom of Information Act 2000 please could I request the following information:

Q1. The job descriptions and person specifications for any Information Governance or Freedom of Information related roles within your health board for bands 4, 5 and 6.

Q2. The structure of your information Governance team, including the amount of staff in each banded position. E.g. information Governance manager band 8b (x1), information governance officer band 5 (X3)

Q3. If 2 is not possible, then the general structure of your information Governance teams. E.g. information Governance manager, support officer, FOI lead.

Q4. If 2 and 3 are not possible, then the number of staff overall within your information Governance department. E.g. there are 10 people within the Information Governance department

Powys Response:

Note: These roles encompass all aspects of Information Governance which will include Records Management and the handling of Access to Information requests including Freedom of Information (FOI) enquiries:

Q1. Please see the list below for the Job descriptions for Information Governance and Freedom of Information related roles within Powys Teaching Health Board (PTHB):

- FOI.043.26 Attachment 1 – Information Governance Manager
- FOI.043.26 Attachment 2 – Corporate & Health Records Manager
- FOI.043.26 Attachment 3 – Senior Information Governance Officer
- FOI.043.26 Attachment 4 – Senior Records Officer
- FOI.043.26 Attachment 5 – Information Governance Officer

Q2 & Q3. Under Section 21 of the Freedom of Information Act, an organisation does not have to respond to a request if the information being sought is reasonably accessible to the applicant by another means. Section 21 is absolute and therefore does not require a public interest test. Powys Teaching Health Board (PTHB) has applied this exemption to your request as the information you are seeking is available in the public domain.

To comply with our obligation under Section 16 of the Act, the duty to provide help and assistance. I can confirm the Powys Teaching Health Board (PTHB) has responded to a request recently of a similar nature which we feel answers the questions you raised. Please visit the following link to access the health board's disclosure log, the previous response you need to review is FOI.563.25 (October): [Disclosure Log - Powys Teaching Health Board](#)

Please see banding below:

Role	Band
Head of Information Governance, Records & Data Protection Officer	8a
Information Governance Manger	6
Corporate & Health Records Manager	6
Senior Information Governance Officer	5
Senior Records Officer	4
Information Governance Officer	4
Administrative Support Officer Information Governance	3
Administrative Support Officer Information Governance	3

Q4. There are 8 members of staff within the Team.

If you have queries or any concerns, contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications. If you are dissatisfied with the handling or response to your request and wish to ask for a review of this, please contact us and we will arrange for this to be done.

Further information is available from the Information Commissioner's Office who can be contacted at:

Address: Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.

Telephone: 0330 414 6421

Complaints Portal: www.ico.org.uk/foicomplaints

Web site: <https://ico.org.uk/>

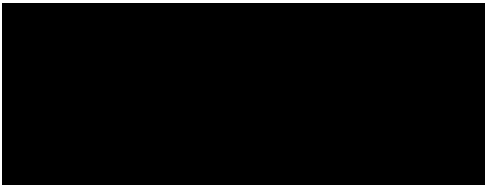
Re-use of Public Sector Information

All information supplied by the Health Board in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2015.

Under the terms of the Regulations, the Health Board will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however, the Health Board reserves the right, in certain circumstances to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information including a sample license terms and fees can be found at [Open Government Licence](#).

Yours sincerely



Helen Bushell
Director of Corporate Governance/Board Secretary

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay.