

Reference:	FOI.19469.26
Subject:	Freedom of Information (Fol) and Information Governance (IG) structures
Date of Request:	3 February 2026

Requested:

1. 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.
2. 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)
3. If 2 is not possible, then the general structure of your information Governance teams. E.g. information Governance manager, support officer, FOI lead.
4. 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

Response:

1. Hywel Dda University Health Board (UHB) confirms that Fol does not sit within IG Directorate. The Health Board employs one (1) Whole Time Equivalent (WTE) FOI Officer on a Band 5 salary, with members of staff within the Corporate Legal Services and Public Affairs Team, supporting with the FOI function as and when required.

Therefore, the UHB provides copies of the Job Descriptions it holds for its Fol Officer and the Job Descriptions for its IG department, for those at Agenda for Change (A4C) Bands 4, 5 and 6, at the attachments detailed below.

- Attachment 1 - Fol Officer/Corporate Information Officer Band 5
- Attachment 2 - IG Officer Band 4
- Attachment 3 - Senior Information Manager Band 6
- Attachment 4 - Senior Corporate Records Management Officer Band 6
- Attachment 5 - Senior Information Governance Manager Band 6

1. The UHB does not hold the information exactly as requested as the structure charts for its Fol and IG departments do not include the number of staff. However, please see response to question 2.
2. The UHB provides copies of its Fol and IG departments structure charts at attachments 6 and 7. Some names included within Attachment 6 have been redacted as they are not within the remit of the request.
3. Not applicable.