

**Information Governance**

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22 July 2020

**Our reference: FOI DA3432**

I am responding to your request for information received 16 April 2020. I am sorry for the delay in responding to your request due to our clinical services prioritising clinical care. This has been treated as a request under the Freedom of Information Act 2000.

The Trust is unable to comply with a request that exceeds the cost of compliance and extracting exact requirements if this would exceed the appropriate cost limit of £450 which is specified in Section 12 of the Freedom of Information Act 2000. This is based on a rate of £25 per hour, regardless of the rate of pay of any individual involved in the retrieval of requested information, and equates to 18 hours work.

In an effort to be helpful to you we have looked at each of the questions you asked and responded on the attached spreadsheet, clearly showing what can be provided within the eighteen hour time limit permitted under the Freedom of Information Act, where questions could be combined to provide you with information and where a response would take longer than eighteen hours. I hope the spreadsheet is clear, but to provide clarification, Column B sets out the time necessary to deal with each request. Column C advises whether we can answer your question, if the information does not exist or in order to answer to your question, we will need clarification.

In summary:

ECT

- We have previously provided responses to Questions 1, 2, 19, 22. Information regarding these questions is available on the Trust's website in response to FOI 3239  
<https://www.elft.nhs.uk/uploads/files/1/Policies%20and%20Procedures/FOI/2019/July/Response%20-%20FOI%20DA3239.pdf>
- We have provided a response to Questions 3.
- The information for Questions 4, 5, 6, 7, 8, 9, 10, 11, 15, 16, 17, 18, 20 and 21 is held locally on each patient record and in order to retrieve this information, staff would need to review each patient record to locate the information. We are able to provide responses to any combination of as long as the total time does not exceed 18 hours across the entirety of your

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request. Note that where we have already undertaken baseline work this time is taken into account in responding to other questions in this section.

- We are able to provide a response to Questions 12, 13 and 14 however, we will need clarification from you regarding the time period after the event.

### Serious incidents

- We have previously provided responses to Questions 1, 2, 10, 19 and 22. Information regarding these questions is available on the Trust's website in response to FOI 3239  
[https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix\\_1\\_DA3239.pdf](https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix_1_DA3239.pdf)
- The information for Questions 3, 4, 5, 6, 7, 8, 9, 11, 15 and 18 is held locally on each patient record and in order to retrieve this information, staff would need to review each patient record to locate the information. We are able to provide responses to any combination of as long as the total time does not exceed 18 hours across the entirety of your request. Note that where we have already undertaken baseline work this time is taken into account in responding to other questions in this section.
- We are able to provide a response to Questions 12, 13 and 14 however, we will need clarification from you.
- We are not able to provide responses to Questions 16, 17, 20 and 21 as these independently will take over eighteen hours to respond to.

### Restraints

- We have previously provided responses to Questions 1, 2, 10, 19 and 22. Information regarding these questions is available on the Trust's website in response to FOI 3239  
[https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix\\_1\\_DA3239.pdf](https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix_1_DA3239.pdf)
- We have provided a response to Question 9
- The information for Questions 3, 4, 11, 16, 17 and 18 is held locally on each patient record and in order to retrieve this information, staff would need to review each patient record to locate the information. We are able to provide responses to any combination of as long as the total time does not exceed 18 hours across the entirety of your request. Note that where we have already undertaken baseline work this time is taken into account in responding to other questions in this section.
- We are not able to provide responses to Questions 5, 6, 7, 8, 12, 13, 14, 15, 20 and 21 as these independently will take over eighteen hours to respond to.

### Seclusion

- We have previously provided responses to Questions 1, 2, 10, 19 and 22. Information regarding these questions is available on the Trust's website in response to FOI 3239  
[https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix\\_1\\_DA3239.pdf](https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix_1_DA3239.pdf)
- We have provided a response to Question 9
- The information for Questions 3, 4, 11, 16, 17 and 18 is held locally on each patient record and in order to retrieve this information, staff would need to review each patient record to locate the information. We are able to provide responses to any combination of as long as the total time does not exceed 18 hours across the entirety of your request. Note that where we have already undertaken baseline work this time is taken into account in responding to other questions in this section.
- We are not able to provide responses to Questions 5, 6, 7, 8, 12, 13, 14, 15, 20 and 21 as these independently will take over eighteen hours to respond to.

### Medication errors

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- We have provided responses to Questions 1, 2, 9, 10, and 22
- We have previously provided a response for Question 19. Information regarding this question is available on the Trust's website in response to FOI 3239 [https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix\\_1\\_DA3239.pdf](https://www.elft.nhs.uk/uploads/files/1/FOI/Appendix_1_DA3239.pdf)
- The information for Questions 3, 4, 11, 16, 17 and 18 is held locally on each patient record and in order to retrieve this information, staff would need to review each patient record to locate the information. We are able to provide responses to any combination of as long as the total time does not exceed 18 hours across the entirety of your request. Note that where we have already undertaken baseline work this time is taken into account in responding to other questions in this section.
- We are not able to provide responses to Questions 5, 6, 7, 8, 12, 13, 14, 15, 20 and 21 as these independently will take over eighteen hours to respond to.

Based on the above and the attached spreadsheet, if you wish to re-submit your request, we will be able to provide answers to questions where in total, it does not exceed the 18 hour cost limit. This means you will need to choose the questions you would like an answer to as the Trust will not be able to provide answers to all questions.

We are happy to discuss how your request may be refined as it is noted that some questions may be answered simultaneously, which may reduce the time taken to respond.

Please note, the Trust has considered all your questions within your request as one request and it therefore cannot be broken down and re-submitted as several separate requests.

Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Keshia Harvey  
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**

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