

Information Governance

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Website: <https://www.elft.nhs.uk>

2 January 2024

Our reference: FOI DA5102

I am responding to your request for information received 7 December 2023. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

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

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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'what matters' to everyone, achieve a better quality
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Interim Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request:

Question 1: How many policies does your Trust have?

Answer: The Trust has reviewed question 1 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

<https://www.elft.nhs.uk/information-about-elft/trust-policies-procedures>

Question 2: How many procedures does your Trust have?

Answer: Trust wide procedures can be found here:

<https://www.elft.nhs.uk/information-about-elft/trust-policies-procedures>

Services hold local policies which are not held or logged centrally. In order for the Trust to establish how many local procedures there are, staff would have to approach each service to collate and log local procedures. It is established that this would take over 18 hours to collate.

Therefore, the Trust is unable to comply with this particular part of your request as the cost of compliance and extracting your exact requirements 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.

Question 3: What percentage of your policies are live and in date?

Answer: 87% of trust wide policies are live and in date.

Question 4: Do you hold a Legal Register (or similar document) to confirm which policies you must have in place by law?

Answer: No.

Question 5: Do you employ any scheme of prioritisation, business criticality or RAG rating to your policies?

Answer: No.

Question 6: How many staff (if any) does your Trust employ purely to manage policies and procedures? Please indicate this as Full Time Equivalent (FTE)

Answer: The Trust employs 0.2 FTE staff to purely manage policies and procedures.

Question 7: What grade(s) are the staff employed to manage policies and procedures?

Answer: Band 5.



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Question 8: If you do not have dedicated staff to manage your organisation's policies and procedures, how is this governance managed and by which business function?

Answer: Not applicable.

Question 9: Do you use any particular software to manage policies and procedures within your organisation?

Answer: No.



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