



East London
NHS Foundation Trust
Information Governance
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16th July 2026

Our reference: FOI DA6378

We are responding to your request for information received 2nd December 2025. We are sorry for the delay in responding to your request. This has been treated as a request under the Freedom of Information Act 2000.

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

Yours sincerely,

FOI Team

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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Chair: Eileen Taylor

Request:

Question 1: Board Assurance Framework, and accompanying cover papers for the last 3 meetings where this has been presented to the Board and Committees

Answer: All updates on the Board Assurance Framework from committees are reported through committee assurance reports to the Board and these can be viewed here: [Trust Board Papers | East London NHS Foundation Trust](#)

Question 2: Risk Management policy

Answer: The Trust has reviewed question 2 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/sites/default/files/2025-11/Risk%20Management%20Framework%204.8%20extended.docx>

Question 3: Business Conduct policy/Conflicts of interest policy and relevant reports from Board//Committees where declarations and performance has been reported in the last 12 months

Answer: The Trust has reviewed question 3 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, under the Corporate Governance and Finance heading:

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

The current policy has recently been updated and will be published this month. The audit committee report to the board includes updates re declarations of interest: [Trust Board Papers | East London NHS Foundation Trust](#)

Question 4: Policy on policies

Answer: The Trust has reviewed question 4 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/sites/default/files/2026-03/Policy%20for%20the%20Development%20and%20Management%20of%20Procedural%20Documents%203.2.doc>



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Question 5: Trust Policy template

Answer: The Trust has reviewed question 5 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/sites/default/files/2026-03/Policy%20for%20the%20Development%20and%20Management%20of%20Procedural%20Documents%203.2.doc>

Question 6: Annual Report papers from Board/Committee where this has been discussed/approved in the last 2 years, including preparation for the annual report and accounts (i.e. approval of the process, confirmation of the timeframe for reporting)

Answer: The Trust has reviewed question 6 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/annual-reports>

Question 7: Committee structures, and Terms of Reference for the Board and Committees

Answer: The Trust has reviewed question 7 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 within board papers, as terms of reference are periodically reviewed and reported to the board. In addition the committee structure is shown within the annual report. See links below:

<https://www.elft.nhs.uk/information-about-elft/our-board>
<https://www.elft.nhs.uk/information-about-elft/our-board/trust-board-meetings/trust-board-papers>
<https://www.elft.nhs.uk/information-about-elft/annual-reports>

Question 8: Committee business management policy

Answer: The Trust has reviewed question 8 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

Any person making a request for information to a public authority is entitled—



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(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to them.

East London NHS Foundation Trust does not have a committee business management policy and is therefore unable to provide a response.

Question 9: Trust Constitution, a copy of it as well as Board and Committee papers where this has been discussed in the last 2 years

Answer The Trust has reviewed question 9 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/sites/default/files/2022-01/ELFT%20Constitution%20%28December%202020%29.pdf>

Question 10: Claims Management policy

Answer The Trust has reviewed question 9 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/intranet/documents/legal-claims-ext>

Question 11: Any policy or guideline relating to the management of inquests at the Trust

Answer See Appendix 1 attached

Question 12: Governor and Board induction packs

Answer Induction is conducted through a series of face to face meetings and online sessions. There is no set induction pack

Question 13: Membership and engagement policy/strategy

Answer The Trust has reviewed question 13 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/sites/default/files/2024-02/ELFT_Membership_Engagement_Plan_JUN23_Flower%2BTtitle.pdf



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Question 14: Mental Health Act Committee papers for the last 3 meetings

Answer See Appendix 4 attached

Please note that the Trust does not have a Mental Health Act Committee.

The Committee of the Board which oversees Mental Health Act matters is the Quality Assurance Committee. It received a yearly report from the Quality Committee which receives quarterly exception reports from the Mental Health Law Monitoring Group.

Question 15: Appraisal of Board members - any relevant Board and Committee papers from the last 12 months

Answer The Trust has reviewed question 15 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 40 for the FOI Act states:

(2) This exemption covers the personal data of third parties (anyone other than the requester) where complying with the request would breach any of the principles in the UK GDPR.

The information you have requested has the potential for those individuals to be identified and personal data disclosed. The Trust is therefore unable to provide this information in detail.

Question 16: Recruitment of Board members - any relevant Board and committee papers from the last 12 months

Answer Please see link to board members with start dates and board papers here - <https://www.elft.nhs.uk/information-about-elft/our-board>
<https://www.elft.nhs.uk/information-about-elft/our-board/trust-board-meetings/trust-board-papers>
<https://www.elft.nhs.uk/information-about-elft/our-board/trust-board-meetings/papers-previous-years-trust-board-meetings>

Question 17: Risk appetite policy, including any papers that may have gone to the Board in the last 24 months on this

Answer The Trust does not have a risk appetite policy, the risk appetite is a paragraph in the risk management framework, which is currently under review. Any papers will have been published at the following page:
<https://www.elft.nhs.uk/information-about-elft/our-board/trust-board-meetings/papers-previous-years-trust-board-meetings>

Question 18: Programme of Board development sessions for the Board - current version

Answer Board development sessions are listed in the forward plans within the board packs published on the Trust's website - <https://www.elft.nhs.uk/get-involved/council-governors/council-governors-meeting-papers>

Question 19: CQC Well Led inspection - action plans following most recent visit

Answer See Appendix 2 attached

Question 20: Template for Board and Committee reports

Answer See Appendix 3 attached



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Question 21: Structure chart for governance team/division

Answer The governance team is comprised of a director of governance (shared with NELFT) and a manager who manages two members of staff (one of which has broader responsibilities than governance alone).

Question 22: Copy of your Corporate Risk Register

Answer The Trust has reviewed question 22 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 31(1)(a) of the FOI Act states:

31(1) Information which is not exempt information by virtue of section 30 is exempt information if its disclosure under this Act would, or would be likely to, prejudice

(a) the prevention or detection of crime,

For example, the information requested, if released into the public domain, could have the potential to identify weaknesses within the Trust's digital infrastructure, leaving it open to cyber threat, or an estates risk could identify buildings vulnerabilities. Please note these are hypothetical examples only

Question 23: Standing Financial Instructions/Standing Orders for the Board of Directors

Answer The Trust has reviewed question 23 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:

[ELFT Constitution \(December 2020\).pdf](#)



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