



East London
NHS Foundation Trust
Information Governance
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18th August 2026

Our reference: FOI DA6548

We are responding to your request for information received 26th March 2026. 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

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'what matters' to everyone, achieve a better quality
of life and continuously improve our services.
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Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request:

Question 1: Your organisation's internal business case template (blank), and any current internal guides or best practice documents for staff on how to prepare or write a business case. Please include criteria, requirements, or assessment checklists if available.

Any internal guides or standing instructions for your budgetary committee(s) on how business cases are to be assessed or reviewed, including any scoring methodologies, criteria, or objective assessment processes.

Your current procurement strategy template (blank), or any process documentation relating to the waiver process that may run alongside the business case.

Your organisation's standing financial instructions (SFIs), or equivalent document governing procurement thresholds and authorisation limits.

Your Data Protection Impact Assessment (DPIA) template (blank), and any supporting internal guides for staff on how to complete a DPIA.

A single example of a business case for a project or solution involving digital technology or a digital supplier, approved by your organisation in the last 18 months. Please redact or remove any information that is commercially sensitive or personal data as required by law. If your organisation has not approved any such business case in this period, please provide an example from the last 18 months for a project or solution involving an external supplier (not involving digital technology). If neither are available, please confirm this.

Answer: Please see appendix one attached.



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