

Meeting Title	Information Governance, IG, BI & IM&T Steering Group	Date: 25.10.18
Report Title:	Freedom of Information Requests - Quarter 1 Report - 2018/19	Agenda Item:
Lead Director	Jessica Bawden, Director of Corporate Affairs	
Report Author	Simon Barlow Governance Support Manager	
Document status:	Public	

Report Summary	Breakdown of the Freedom of Information (FOI) requests received and dealt with by the CCG in Q1 - 2018/19 (1 April 2018 to 30 June 2018).							
Report Purpose	For Information		For Approval		To Note	√	For Decision	

Recommendation	To note the Q1 Freedom of Information Report for Cambridgeshire and Peterborough Clinical Commissioning Group 2018/19
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Link to Strategic Aims	Strategic Aim 1 – Clinical Commissioning	
	Strategic Aim 2 – Patient Quality and Safety	
	Strategic Aim 3 – Finance	
	Strategic Aim 4 – Change Management and Transformation	
	Strategic Aim 5 – Contracts Management and Performance	
	Strategic Aim 6 – Organisational Development and Workforce	
	Strategic Aim 7 – Governance	√
CCG Assurance Framework & Risk Register (CAF) References	G3 - Risk to maintaining robust CCG governance arrangements G4 - Risk of poor information governance, such as non-compliance with the Data protection Act, FOI Act and other legislation relevant to the CCG and the services it commissions.	
NHSE CCG IAF Links	IAF 1 Domain 1 - Better Health	
	IAF 2 Domain 2 - Better Care	
	IAF 3 Domain 3 - Sustainability:	√
	IAF 4 Domain 4 - Leadership	
Resource implications	Not applicable	

Legal implications including equality and diversity assessment	Reflects requirements of the Freedom of Information Act 2000 Report also links to EDS Goal 4 – Improved patient access and experience.
Conflicts of Interest	None

Report history	Quarterly Report
Next steps	To be received at IG, BI & IM&T Steering Group - receipt/headlines to be referenced in quarterly Corporate Affairs Report to Clinical Executive Committee

MEETING: IG, BI & IM&T STEERING GROUP
AGENDA ITEM:
DATE: 25 OCTOBER 2018
TITLE: FREEDOM OF INFORMATION REQUESTS 2018/19 - QUARTER 1
FROM: SHARON FOX, ASSOCIATE DIRECTOR CORPORATE AFFAIRS (CCG SECRETARY)

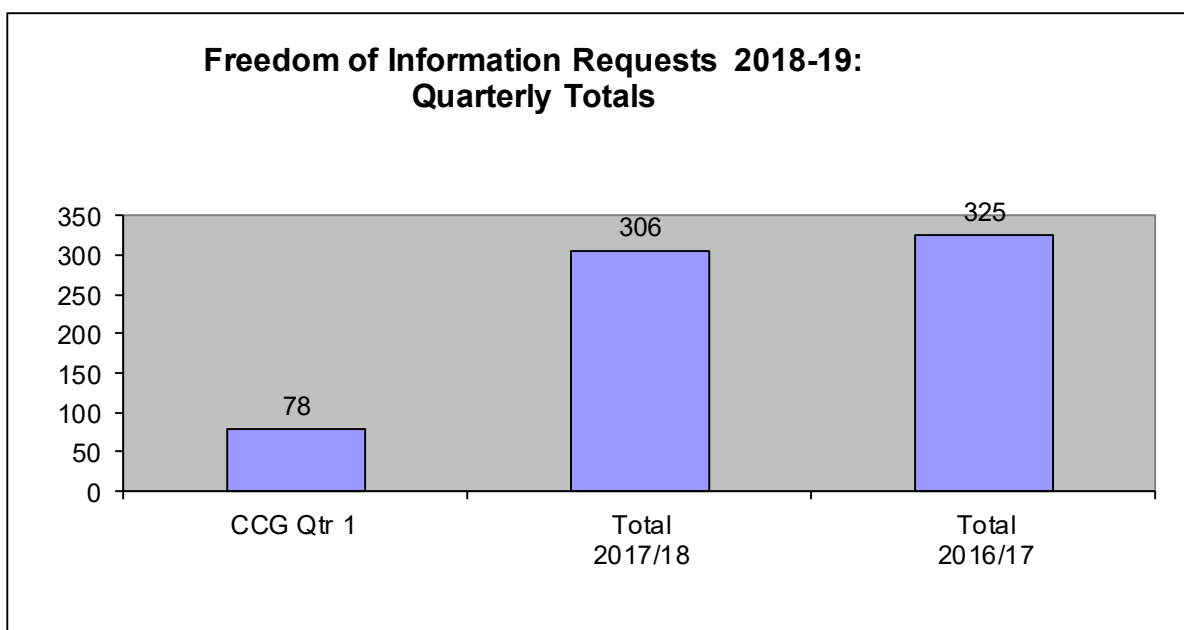
1 ISSUE

1.1 This report provides a breakdown of the Freedom of Information (FOI) requests received and dealt with by NHS Cambridgeshire and Peterborough CCG in the first quarter of 2018-19 (1 April to 30 June 2018).

2. FREEDOM OF INFORMATION ACT 2000 - QUARTER 1 SUMMARY

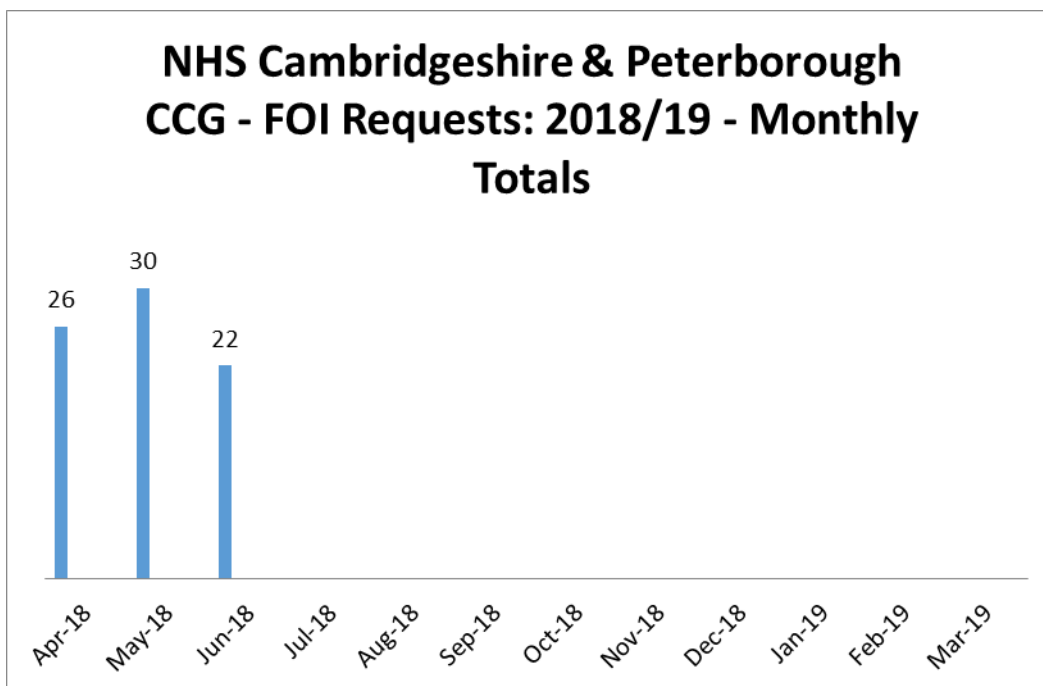
2.1 Total Number of Requests Received

In Quarter 1 a total of **78** FOI requests were received and dealt with by the CCG. The quarterly total plus the annual totals for the previous two years CCG, for comparison, are set out in the graph below.



2.2 Monthly Totals

The graph below depicts the number of Freedom of Information requests received and dealt with by the CCG on a monthly basis in 2018-19 at the end of the Quarter 1.



This equates to an average of **26** requests received each month during 2018/19 compared to the final average of **25.5** requests received each month in 2017/18.

2.3 Category of Requester

For the purpose of the FOI database each request received is logged under a specific category of requester. The number of requests received for each category is set out in the table below

Category of Requester	Quarter 1	Cumulative total
Individual	38	38
Company / Organisation	19	19
Other	8	8
Media	7	7
Charity	4	4
MP/Political Party	2	2
Totals	78	78

2.4 Responding Departments – Q1

The table below reflects the Freedom of Information requests responded to by the individual directorates/teams in each quarter for 2018/19.

Responding Department	Qtr 1	Total
Business Intelligence & Hosted Research	2	2
• BI Team	(1)	
• Research	(1)	
Nursing & Quality	2	2
• Safeguarding	-	
• Other	(2)	
Complex Cases	18	13
Primary & Planned Care	18	18
• Primary Care	(3)	
• Planned Care	(4)	
• Exceptional Cases	(11)	
Medicines Optimisation	8	8
Urgent & Emergency Care	2	2
Community Services & Integration	18	18
• Children & Maternity	(1)	
• Adult & Children Mental Health	(11)	
• Community Services	(6)	
Finance & Contracts	7	7
• Finance (and PMO)	(1)	
• Contracting & Procurement	(6)	
Corporate Affairs	4	4
• Communications & Engagement	-	
• ICT	(1)	
• Governance	(2)	
• HR	-	
• Other	(1)	
STP (System Delivery Unit)	2	2
Combined Responses (i.e. involves 2+ Depts)	2	2
Total	78	78

2.5 Summary of Requests

A summary of all FOI requests received in Quarter 1 is attached as **Annex A** to this report.

2.6 Response Timescales

77 of the **78** requests received in Quarter 1 were completed and responded to within the statutory 20 working days (99%). **One** request was not responded to within the required timescale. The reason is set out in the table below.

Reason for delay	Total
Formal sign-off of response not secured prior to statutory deadline. Response was signed off and submitted one day late. (FOI 61)	1

2.7 Requests where information was not provided and (where relevant) Details of the Exemptions applied under the FOI Act.

All of the information requested was provided in **53** of the **78** requests (68%) received in Quarter 1. The reason why information was not provided (either in full or in part) in **25** cases (32%) is set out in the table below:

All <u>or</u> some Information not held by the CCG – Requester referred to relevant organisation if known or applicable (FOI 5, 12, 13, 17, 19, 21, 23, 24, 25, 28, 39, 40, 44, 45, 46, 52, 58, 59, 63, 66, 67, 74, 76)	23
Applied Section 22 - For Future publication (FOI 26)	1
Request closed by CCG / or withdrawn by applicant (FOI 20)	1
Total	25

2.8 Requests for Internal Review (Appeal)

There was one request for Internal Review received in Quarter 1 (received 14.06.18). This concerned a request that the CCG responded to on 24 April 2018 (FOI 287-17/18). The request for internal review made equated to a request for further explanation/clarification around the original response made. The required information was subsequently provided by the Complex Cases Team and a formal response sent to the applicant on 12 July 2018, which was in line with ICO guidance for completing an internal review process (20 working days).

2.9 Escalation to Information Commissioner's Office (ICO)

No notifications were received from the ICO in Q1

3. Conclusion

3.2 The table below provides a summary of quarterly FOI response rates since establishment of CCG.

CCG Quarterly Response rates (%)	Q1	Q2	Q3	Q4	Annual Average
2013-14 (Total 263)	97%	94%	98%	94%	95%
2014-15 (Total 286)	97%	100%	100%	98%	99%
2015-16 (Total 247)	100%	100%	97%	100%	99%
2016-17 (Total 325)	99%	100%	99%	99%	99%
2017-18 (Total 306)	100%	92%	97%	100%	97%
2018 - 19 (Total 78)	99%				99%

4. Recommendation

- 4.1 The Steering Group is asked to note the Quarter 1 Freedom of Information report for Cambridgeshire and Peterborough CCG.

Attachments: Annex A – Summary of FOIs received in Q1 (1 April – 30 June 2018)

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July 2018

ANNEX A

FREEDOM OF INFORMATION REQUESTS– SUMMARY OF REQUESTS QUARTER 1 (1 April – 30 June 2018)

Total Number of Requests: 78

FOI No.	Category of Requester	Summary of Request	Enquiry Date	Response Made	Stat Deadline Achieved
1	Company/organisation	Please provide details of federations working within the CCG and contact details inc. Chief Executive or Clinical Lead	03.04.18	12.04.18	√
2	Company/organisation	Amount spent by the CCG on GPSoc Lot 2	03.04.18	01.05.18	√
3	Other - Pressure Group	The number of female cancer-related fertility preservation cycles funded in the CCG over the last 2 years and 5 other related questions	03.04.18	01.05.18	√
4	Individual	I would like to know when the Specsavers contract comes up for renewal and if Hinchingsbrooke Hospital Audiology Dept will be advised when the contract is up for renewal and allowed to tender for the next contract.	05.04.18	02.05.18	√
5	Individual	How many patients admitted to A&E in all C&P hospitals during 1 April 2017 to 31 March 2018 for aortic dissection survived and related questions	04.04.18	30.04.18	√
6	Other - Trade Union	Various questions relating to the commissioning & spend on Adult and Children's mental health.	05.04.18	03.05.18	√
7	Individual	Nine questions concerning Urgent treatment Centre's, GP Out of Hours & Extended Hours contracts	05.04.18	01.05.18	√
8	Company/organisation	What information does the STP hold with regard to IT procurement decisions made by organisations within the umbrella of the STP	06.04.18	04.05.18	√
9	Individual	A copy of C&PCCG policies, protocols, guidance and any other relevant documents that apply or relate to the work of the C&P CCG Complex Cases Team and three other related questions	09.04.18	08.05.18	√
10	Media	Total number of Individual Funding Requests (IFRs for knee surgery 2015-16 -2017-18 and four other related questions	10.04.18	30.04.18	√
11	Other - Professional health org	A copy of any referral and treatment policies the CCG holds for surgical repair of hernias	11.04.18	12.04.18	√
12	Individual	What is the eligibility criteria for breast cancer patients who are wanting to undergo fertility preservation and related questions.	11.04.18	04.05.18	√
13	Individual	Number of supported living services the CCG currently contract with for adults, MH & ASD and nine other related questions	13.04.18	14.05.18	√
14	Individual	Various questions around payroll numbers and costs - plus HR IT software	13.04.18	11.05.18	√
15	Individual	Questions relating to Cataract referral guidelines	16.04.18	19.04.18	√
16	Individual	What criteria does the CCG use to select which inhalers should be prescribed for Asthma and COPD and	17.04.18	16.05.18	√
17	Company/organisation	10 questions relating to current pathology / transport services	18.04.18	11.05.18	√
18	Individual	The number of clinicians working in the CCG's Complex Cases Team on 1st April 2016 and 5 other related questions	18.04.18	17.05.18	√
19	Company/Organisation	How many rebates has the CCG signed up to and for what products - and specific question around Oxybutynin	18.04.18	02.05.18	√
20	Individual	How many people in the CCG area are diagnosed with diabetes and 8 other related questions related to this and Digital Solutions	18.04.18	17.05.18	√

21	Company/organisation	11 Questions relating to use of Rituximab	20.04.18	17.05.18	√
22	Individual	The number of people deemed ineligible for CHC for each financial year from 2011/12 and related questions	23.04.18	22.05.18	√
23	Individual	The number of adults currently receiving CHC - and 10 other related questions	23.04.18	22.05.18	√
24	Media	How many Eating Disorder patients have been sent to Scotland for treatment, having received treatment at Mental health Units under the CCG's control from 2012 through to 2017	24.04.18	10.05.18	√
25	Individual	How many new CHC packages did you put in place between January 2017 and January 2018 and 6 other related questions	24.04.18	23.05.18	√
26	Other - professional health organisation	Please can you confirm that 'purchase from non-NHS bodies' includes any healthcare purchased from ISTCs (independent sector treatment centres), private providers, social enterprises, GP provider companies, as well as other company structures - and related question.	24.04.18	23.05.18	√
27	Company/organisation	How many packages of live-in care did the CCG purchase between 01.01.2017 - 31.0.18 and two other related questions	01.05.18	31.05.18	√
28	Individual	Has the CCG paid one-off fee increases specifically for changes to sleep in liabilities to providers for existing care packages and eight other related questions	01.05.18	31.05.18	√
29	Charity	Inform us of the services currently commissioned by the CCG to support Lymphoedema related to cancer treatment and non-cancer related causes	01.05.18	31.05.18	√
30	Individual	Various information relating to CCG General practice budgets and spend	02.05.18	30.05.18	√
31	Media	How many applications for CHC funding were received by the CCG from 1 April 2017 - 1st April 2018 and related questions	04.05.18	04.06.18	√
32	Individual	Who or what organisation requested the Cambridgeshire & Peterborough Clinical Commissioning Group to undertake community assessments and management of s117 patients as referred to in the attached report (point 5) by the CCG Chief Nurse Jill Houghton	04.05.18	04.06.18	√
33	Company/organisation	The cost of the CCG's consultation on gluten-free prescribing, from the beginning of the announcement of the policy.	04.05.18	24.05.18	√
34	Individual	How many of the patients transferred to the CCG's Complex Cases team have had their s117 Aftercare needs assessed by 31 March 2018 and four other related questions	09.05.18	07.06.18	√
35	Individual	How many applicants you received for congenital breast development reconstructive surgery and many were accepted/rejected	09.05.18	06.06.18	√
36	Charity	Please list all of the services the CCG has previously commissioned within the last eight financial years (since 2010-11) and no longer do related to: - promotion of C&YP's MH and wellbeing; prevention of C&YP's MH difficulties; interventions for C&YP with MH difficulties	11.05.18	29.05.18	√
37	Company/organisation	The number of AliveCor Kardia devices that your organisation has received under the Innovation technology tariff and three other related questions.	11.05.18	08.06.18	√
38	Individual	Please advise who you have currently commissioned to provide sub fertility services to the patients you represent	11.05.18	30.05.18	√
39	Individual	14 questions concerning the CCGs energy management system/facilities	14.05.18	06.06.18	√
40	Company/organisation	What was the CCG's total attributable budget for weight management services/interventions for 2016/17 & 2017/18	16.05.18	08.06.18	√
41	Company/organisation	Details of any prescribing rebate scheme and QIPP efficiency saving prescribing schemes active within the CCG	17.05.18	08.06.18	√

		during 2017/18 and for 2018/19			
42	Charity	Total number of IFRs received for treatment at an adults and children & adolescents national and specialist OCD service between 2015/16 - 2017/18 and the number that were successful	18.05.18	08.06.18	√
43	Individual	Can you advise me if your CCG is planning to commission one or more Hyper Acute Stroke Unites for patients - plus copies of any business cases	21.05.18	08.06.18	√
44	Individual	Has the CCG implemented TA314 (Implantable cardioverter defibrillators and cardiac resynchronisation therapy for arrhythmias and hear failure and four other related questions	22.05.18	20.06.18	√
45	Individual	Does the CCG commission home-based dialysis in line with NICE Quality Standard QS72	22.05.18	05.06.18	√
46	Individual	Information on hospital trusts - main suppliers for technology and information solutions and main informatics solutions used.	23.05.18	31.05.18	√
47	Individual	Current spend of the Transferring Care Partnership	25.05.18	19.06.18	√
48	Individual	Send current policy for treatment of base of thumb arthritis including any funding criteria - plus related questions	28.05.18	05.06.18	√
49	Other - Local Authority partnership	Do you commission therapy services for children I.e. speech and language therapy, physiotherapy, occupational therapy and related questions	29.05.18	19.06.18	√
50	Company/organisation	How is the CHC and funded nursing care processes managed by the CCG and 7 other related questions	29.05.18	21.06.18	√
51	Individual	Which mental health groups and services is your CCG giving less money to in 2018/19 and how much less is it giving to them - and related questions	29.05.18	19.06.18	√
52	MP/Political Group	How many diagnoses of Attention Deficit Hyperactivity Disorder (ADHD) in the CCG in each of the last 10 years and four other related children	29.05.18	06.06.18	√
53	Other - Professional Health Org	Does the CCG commission any pulmonary rehabilitation services and details of these	30.05.18	19.06.18	√
54	Company/organisation	What services does the CCG currently commission from community pharmacies in its area and 4 other related questions	30.05.18	26.06.18	√
55	Media	Share the total number of Urgent Treatment Centres in the CCG area and related details	30.05.18	26.06.18	√
56	Individual	A copy of the policy and procedural guidelines that are used to make a CHC funding decision and related questions	31.05.18	26.06.18	√
57	Media	Number of procurements run by - or on behalf of - the CCG that received a challenge from a bidder - and five other related questions.	01.06.18	28.06.18	√
58	Other - pressure group	What is the diagnosis pathway in the CCG area for autism for children under 12 / Young people 12-18 and adults - plus three other related questions	04.06.18	02.07.18	√
59	Other - Local Authority	How many CCG staff have received training on Female Genital Mutilation - and related	06.06.18	03.07.18	√
60	Individual	Does the CCG have a specialist services panel or equivalent in place and related questions	11.06.18	03.07.18	√
61	Individual	Various new questions arising from previous FOI (FOI 09) response concerning Learning Disability / S75 Agreement queries	11.06.18	10.07.18	X
62	Media	How many reports of hospitals breaching the new rules on workload dump have been received from practices - Figures to be broken down by hospital. Other related questions	11.06.18	09.07.18	√
63	Charity	The value and numbers of community disability equipment provided by the CCG to disabled and terminally ill children in the area.	12.06.18	02.07.18	√
64	Individual	All documentation relating to your decision not to supply Freestyle Libre on prescription to type 1 diabetics	13.06.18	11.07.18	√

65	Company/organisation	Various data concerning Individual funding Requests and the CCG's process.	14.06.18	12.07.18	√
66	Individual	What is the cost to the NHS per patient of initial induction treatment for newly diagnosed MM patients who are deemed fit enough for autologous stem cell transplantation and related questions.	15.06.18	09.07.18	√
67	Company/organisation	12 Questions relating to NICE Cataracts in adults (management) guidelines published in October 2017.	18.06.18	16.07.18	√
68	Individual	Nine questions concerning Biosimilar uptake and use.	19.06.18	12.07.18	√
69	Individual	Please provide the name and contact information for the lead(s) within your STP on obesity; both childhood and adult obesity	19.06.18	03.07.18	√
70	Company/organisation	What products, services, or partnerships do you currently commission that are aimed to support young mental health products or services and related questions	20.06.18* (clarification on request received 17.07.18)	26.07.18	√
71	Individual	Number of GP seven-day access weekday hubs and related questions	21.06.18	17.07.18	√
72	Company/organisation	How many 24 hour care packages did the CCG commission between 1 Jan 2017 & 21 June 2018 and related questions	21.06.18	19.07.18	√
73	Individual	List of pharmaceutical products/medicines & drugs that the CCG currently holds rebates for. Including start dates.	21.06.18	12.07.18	√
74	Company/organisation	Does the PhysioDirect Advice line utilise algorithms as part of the teleassessment process and related questions.	21.06.18	10.07.18	√
75	Company/organisation	The number of Incidents/events resulting in a fatality each year - and specific questions concerning home oxygen equipment	22.06.18	10.07.18	√
76	MP/Political Group	Which kinds of expressive therapies were or are offered by the CCG - between 2014/15 - to date and related questions.	27.06.18	20.07.18	√
77	Individual	How many IFR did the CCG receive in 2017/18 and six other related questions.	27.06.18	25.07.18	√
78	Media	How many children and young people does the CCG currently have waiting for assessment following referral to tier 3 CAMHs services and four other related questions.	27.06.18	13.07.18	√