

MEETING: IG & IM&T STEERING GROUP

AGENDA ITEM: 2.2

DATE: 21 JULY 2016

TITLE: FREEDOM OF INFORMATION REQUESTS
- ANNUAL REPORT 2015/2016

FROM: SHARON FOX, CCG SECRETARY & DEPUTY DIRECTOR
CORPORATE AFFAIRS

FOR: INFORMATION

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 during 2015/16 (1 April 2015 to 31 March 2016).

2 STRATEGIC AIMS / EQUALITY AND DIVERSITY GOALS AND CCG ASSURANCE FRAMEWORK AND RISK REGISTER REFERENCES

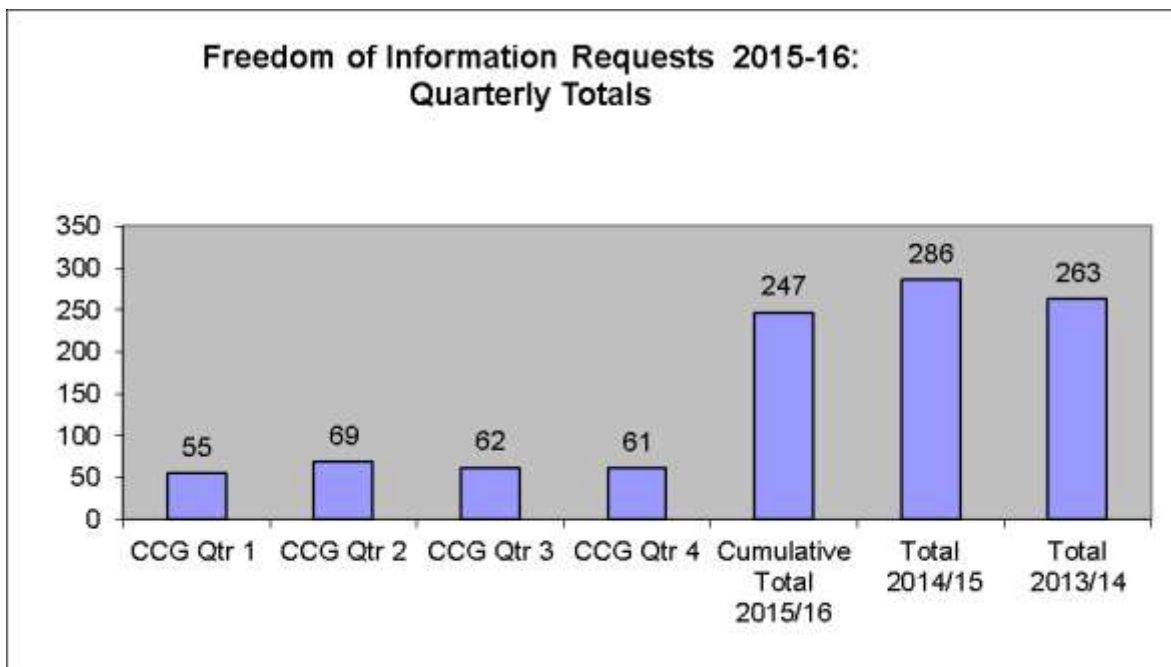
This report links Strategic Aims 7 (Governance) and the following risk on the CCG Assurance Framework and Risk Register: G3 – *risk of poor information governance, such as non compliance with the Data protection Act, FOI Act and other legislation relevant to the CCG and the services it commissions.*

The report also links to EDS Goal 4 – Improved patient access and experience.

3. FREEDOM OF INFORMATION ACT 2000 - QUARTER 2 SUMMARY

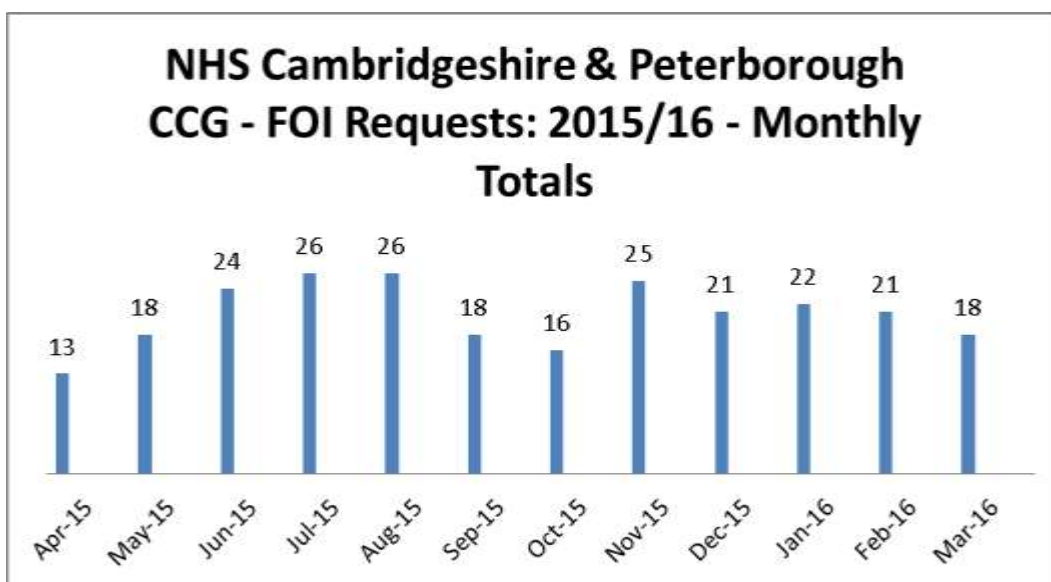
3.1 Total Number of Requests Received

A total of **247** FOI requests were received and dealt with by the CCG in-year. The annual figure and quarterly totals are set out in the graph below.



3.2 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 2015-16.



This equates to an average of **21** requests received each month in 2015/16 compared to the final average of **24** requests received each month for 2014-15.

3.3 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	Quarter 2	Quarter 3	Quarter 4	Cumulative total
Individual	25	25	25	25	100 (41%)
Company / Organisation	13	18	17	16	64 (26%)
Media	11	14	8	5	38 (15%)
Other	2	4	6	9	21 (9%)
Charity	4	5	4	5	18 (7%)
MP	-	3	2	1	6 (2%)
Totals	55	69	62	61	247

3.4 Responding Departments

The table below depicts the number of requests assigned to and dealt with by individual departments during the first three quarters of 2015/16.

Responding Department	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Cumulative total
Contracting, Performance & Delivery	14	17	19	14	64 (26%)
• Commissioning/Contracting	(11)	(13)	(18)	(12)	(54)
• Performance Team	(2)	(3)	(1)	(2)	(8)
• Other	(1)	(1)	(-)	(-)	(2)
Corporate Affairs	18	11	14	17	60 (24%)
• ICT	(3)	(3)	(7)	(3)	(16)
• Governance	(2)	(2)	(3)	(6)	(13)
• HR (includes all structure requests)	(9)	(2)	(1)	(4)	(16)
• Other	(4)	(4)	(3)	(4)	(15)
Quality & Patient Experience	10	18	14	8	50 (20%)
• Complex Cases Team	(6)	(8)	(6)	(2)	(22)
• Clinical Policies Exceptional Cases	(3)	(7)	(4)	(-)	(14)
• Other	(1)	(3)	(4)	(6)	(14)
Medicines Management	5	12	3	10	30 (12%)
Improving Outcomes	1	5	5	6	17 (7%)
Finance	6	5	3	1	15 (6%)
Combined Responses (i.e. involves 2+ Depts)	1	1	4	5	11 (4%)
Totals	55	69	62	61	247

3.5 Summary of Requests

A summary of all FOI requests received during the year, broken down into quarters is attached as **Annex A** to this report.

3.6 Response Timescales

245 of the **247** requests (99%) dealt with during the year were completed and responded to within the statutory 20 working days. This equals the overall performance reported for the previous year (2014/15). The reason why two requests were not responded to within the required timescale is set out in the table below.

Reason for delay	FOI No.
<p>A requirement to obtain legal advice on whether the CCG should disclose requested information in advance of a planned external Investigation resulted in a decision to delay submission of the final responses.</p> <p>Notice of the delay and a request for a short extension was communicated to both applicants on the statutory deadline date. Responses to both requests were subsequently sent by the agreed extension date.</p>	<p>FOI Ref: 171 & 179</p>

3.7 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 **166** of the **247** requests (67%) received in 2015/16. The reasons why information was not provided (either in full or in part) in **81** cases (33%) is set out in the table below:

Reason Why Information Not Released / Exemption Applied	
<p>All or <u>some</u> Information not held by the CCG – Requester referred to relevant organisation if known or applicable</p> <p>Q1 FOI Ref: 1, 6, 8, 9, 15, 18, 26, 28, 37, 38, 50 & 54 Q2 FOI Ref: 57, 60, 61, 62, 80, 81, 83, 99, 104, 107, 108, 113, 114, 116, 120, 121 & 124 Q3 FOI Ref: 125, 126, 132, 141, 151, 156, 163, 164, 165, 168, 170, 173, 175, 178 and 185 Q4 FOI Ref: 190, 193, 199, 200, 201, 203, 204, 205, 210, 214, 221, 228, 234, 235 & 244</p>	59
<p>Applied Section 21 - accessible elsewhere</p> <p>Q2 FOI Ref: 122 Q3 FOI Ref: 144 & 152</p>	3
<p>Applied Section 22 - Future Publication</p> <p>Q2 FOI Ref: 93</p>	1
<p>Applied Exemption 31 - Law Enforcement</p> <p>Q3 FOI Ref 171 & 179</p>	2
<p>Applied Section 41 - Information provided in confidence</p> <p>Q4 FOI Ref: 239</p>	1
<p>Applied Section 41 (Breach of Confidence) & Section 43(2) Commercially Sensitive</p> <p>Q1 FOI Ref: 43</p>	1
<p>Applied Section 40(2) - Personal Data</p> <p>Q1 FOI Ref: 4, 19, 21, 30 & 49 Q2 FOI Ref: 82, 110 Q3 FOI Ref: 136 & 150</p>	9
<p>Applied Section 40(2) & Section 21 - Information Readily Accessible by Other Means</p> <p>Q 1 FOI Ref: 53</p>	1

Applied Exemption 43 (2) Commercially sensitive information Q1 FOI Ref 14 & 32 Q2 FOI Ref 79	3
Closed - No response to a request for clarification received Q3 FOI Ref 129	1
Total	81

3.8 Requests for Internal Review (Appeal)

There were two requests to carry out an internal review of the CCGs original decision received during 2015/16. These are summarised below.

3.8.1 *Quarter 1 (FOI38)*. This related to a request for information about structured diabetes education. The CCG had responded that this was not commissioned as a separate service but was included in the main contract with relevant providers and as such the CCG did not hold the level of detail requested. The requester challenged this and asked that the CCG to review its response. This was subsequently done and it was communicated to the requester that the CCG did not hold any additional information to that provided in the original response.

3.8.2 *Quarter 3 (FOI 150)*. This related to an exemption applied by the CCG to not release information under the FOI Act (Section 40(2) Personal Information). The CCG had determined that to release the information requested into the public domain would be likely to lead to the disclosure of personal information and result in a breach of the Data Protection Act (DPA) principals. The applicant's request was subsequently dealt with as a Subject Access Request under the DAP and all information held by the CCG, within the scope of the request, was released to the individual concerned through this route. The requester challenged the application of the exemption under the FOI Act. The subsequent internal review, carried out by SERCO-Legal on behalf of the CCG, upheld the original decision.

3.9 Escalation to Information Commissioner's Office (ICO)

The CCG received notification of two complaints escalated to the Information Commissioner's Office during 2015/16. These are summarised below.

3.9.1 *Quarter 1* - The CCG received notification of one complaint being made directly to the Information Commissioner's Office (ICO) during Quarter 1 (FOI 21). This concerned the perceived failure of the CCG to respond to an FOI request within the required 20 days. The CCG contested this and advised that they could find no evidence of having received the request. Following investigation by the FOI and ICT Teams it was established that the two employee e-mail addresses to which the request had originally been sent were no longer in use having been closed in February 2015 as part of the NHS.net migration process. It would therefore not have been possible for the intended recipients to have seen or acknowledged the request. This information and accompanying evidence was communicated to the ICO. The ICO

confirmed that in view of this and the fact that the CCG had subsequently dealt with the individual's request they considered the case closed.

3.9.2 *Quarter 4* - The CCG was made aware of one escalation being made to the Information Commissioner during Quarter 4 (FOI 150). This related to a request where personal information had been sought and an exemption under the FOIA was applied (Section 40(2)). The request was however dealt with under the Data Protection Act as a Subject Access Request and a response provided (plus all relevant information held) within the statutory period for both FOI and SAR requests. The requester challenged the CCG's decision and an internal review was carried out (para 3.8.2 refers). The requester then submitted a complaint to the ICO regarding the handling of the request. The ICO initially looked into the CCG's handling of the SAR and upheld the response made. They have since initiated an investigation in to the handling of the FOI element of the request which the CCG responded to on 10 June 2016. As at the time of writing the outcome of the ICO investigation is awaited.

4. Conclusion

4.1 The response rate within the statutory 20 day period of **99%** for the year equals the previous year's performance.

CCG Quarterly Response rates (%)	Q1	Q2	Q3	Q4	Annual Average
2013-14 (263)	97%	94%	98%	94%	95%
2014-15 (286)	97%	100%	100%	98%	99%
2015-16 (247)	100%	100%	97%	100%	99%

4.2 There has been a small reduction in the number of requests received (247) in 2015/16 compared to last year (286). Although not a major difference it has been noticeable that more requesters do now appear to be directing their FOIs to the correct NHS organisation. Previously the CCG had received a good numbers of requests for GP and dental contracting information, which was not the case this year. Although fewer requests were received the diversity and complexity of the information being requested continues to provide a challenge for the organisation.

4.3 Excellent support has been provided in-year by all of the Directorates and teams approached by the FOI Team to provide information. Directors are fully engaged and there is a clear process for signing off final responses.

4.4 The Information Governance Team has continued to offer advice and support throughout the year particularly when there has been a cross-over between the FOI Act and Data Protection legislation. Serco-Legal has also provided excellent in-year support and guidance on individual requests.

4.5 It is considered that the CCG's 99% FOI response rate (within 20 days) represents very good performance for the year and every effort will be made

to maintain this level of performance in 2016/17. The organisation will continue to strive to achieve a 100% response rate, although the complex nature of certain requests received in the course of a full year will always make this difficult.

5. Recommendation

- 5.1 To note the annual Freedom of Information Report for Cambridgeshire and Peterborough Clinical Commissioning Group for 2015/16.

Attachments: Annex A – Summary of FOIs received in 2015/16 (1 April 2015 – 31 March 2016)

Author
Simon Barlow
Corporate Governance Manager
6 July 2016

ANNEX A

FREEDOM OF INFORMATION REQUESTS– SUMMARY OF REQUESTS
QUARTER 1 (1 April – 30 June 2015)

Total Number of Requests: 55

FOI No.	Category of Requester	Summary of Request	Enquiry Date	Response Made	Stat Deadline Achieved
1	Company/Organisation	Information on the number and cost of diagnostic test services - primary care 01/04/14 - 31/03/15	01.04.15	01.05.15	✓
2	Individual	Time taken off work by GPs due to mental health between April 13 - March 15	01.04.15	01.05.15	✓
3	Individual	CHC Fraud investigations	07.04.15	30.04.15	✓
4	Individual	Copy of the contract for wheelchair provision with CECS 2014/15	07.04.15	01.05.15	✓
5	Individual	Data on staffing levels approximate to the nearest 1000	23.04.15	12.05.15	✓
6	Media	Data relating to GP pay	24.04.15	22.05.15	✓
7	Individual	CCG Policy towards re-use of aids for the elderly such as commodes, Zimmer frames etc. Also details of patient population	27.04.15	07.05.15	✓
8	Media	Various questions relating to off-payroll payments made by the CCG for 2013/14 and 2014/15	27.04.15	27.05.15	✓
9	Company/Organisation	Three year development of PMS budgets by CCG area	07.05.15	08.05.15	✓
10	Individual	CCG Primary Care rebate contracts/agreements/discounts for medicines, ACBS products, or devices for the last 12 months	28.04.15	26.05.15	✓
11	Individual	How many staff employed by the CCG to carry out communications work. Investigations carried out into suspected leaks of info. to the media from Jan 2010 - April 2015	29.04.15	27.05.15	✓
12	Company/Organisation	Prime Ministers Challenge Fund Wave 2 - copy Peterborough & Borderline Project bid.	29.04.15	29.05.15	✓
13	Charity	Details of the £1.3M allocated to the Cambridgeshire NHS System in 2012/13	23.04.15	22.05.15	✓
14	Individual	CATCH Board Agenda, Minutes and supporting papers for April, May and June	23.04.15	13.05.15	✓
15	Media	Total CCG budget for 2014/15; total spent on Pathology Services for 14/15 (Primary Care Only) and total unit activity of Pathology services in the financial year.	05.05.15	03.06.15	✓
16	Individual	Service Managers / structure details	08.05.15	05.06.15	✓
17	Individual	NHS Continuing Health Care package provision within the local area in 2014/15	08.05.15	28.05.15	✓
18	Company/Organisation	Details of all tenders submitted for the procurement of the Integrated Norfolk NHS 111 Service and Primary Care Out of Hours Services	11.05.15	27.05.15	✓
19	Company/Organisation	Departmental Structure Charts	13.05.15	28.05.15	✓
20	Charity	Is there a pathway for referral to a designated Foot Protection Service	13.05.15	28.05.15	✓
21	Individual	CHC Panel Data	18.05.15	22.05.15	✓
22	Individual	Details of any prescribing rebate schemes and QIPP Prescribing schemes in 2014/15	19.05.15	17.06.15	✓
23	Media	Mental Health funding - 2013/14 - 2015/16	20.05.15	04.06.15	✓
24	Company/Organisation	CCG Structure information	21.05.15	04.06.15	
25	Individual	Results of taste testing by the panel that instigated Gluten free Prescribing restrictions	21.05.15	05.06.15	✓
26	Company/Organisation	Details of dental practices that receive PCT funding in 2014/15 and Units of Orthodontic Activity per contract	27.05.15	04.06.15	✓

27	Individual	CHC Panel and Independent Review data	22.05.15	05.06.15	✓
28	Media	CCG spend in 2014/15 and Projected budget for 2015/16 - numerous questions	27.05.15	23.06.15	✓
29	Media	End of Life Care funding/budget 2013/14 - 2015/16 and also numbers of complaints	27.05.15	23.06.15	✓
30	Individual	Additional rewards above employment salary for a named employee	27.05.15	18.06.15	✓
31	Individual	On annual basis how much does the CCG spend on sending text message or e-mail reminders of appointments for treatments to patients from 2013/14 to date?	28.05.15	18.06.15	✓
32	Individual	List of all contracts awarded by competitive procurement or tender by the CCG in 2014/15. Details of all bidders and bidder evaluation scores	01.06.15	29.06.15	✓
33	Individual	ICT data - various	02.06.15	19.06.15	✓
34	Media	Mental Health Spending.	05.06.15	30.06.15	✓
35	Individual	CHC queries	08.06.15	17.06.15	✓
36	Individual	ICT - various questions on training.	08.06.15	30.06.15	✓
37	Individual	organisational chart for each hospital within the CCG Area	10.06.15	18.06.15	✓
38	Charity	Structured Diabetes Education data	11.06.15	07.07.15	✓
39	Individual	Data held on the use of Locum GP's by the CCG	12.06.15	24.06.15	✓
40	Media	Senior Management & Governing Body Members expenses claims 2014/15	12.06.15	03.07.15	✓
41	Charity	Muscular Dystrophy commissioning	12.06.15	30.06.15	✓
42	Company/Organisation	Contact of Anti-coagulation and IT Lead	12.06.15	24.06.15	✓
43	Media	Primary Care Rebate Schemes with Pharmaceutical companies	12.06.15		
44	Company/Organisation	IVF Treatment policy	12.06.15	03.07.15	✓
45	Other - Acute Trust	Provision of electronic assistive technology to patients with complex physical disabilities	16.06.15		
46	Company/Organisation	Short-term mental health accommodation services commissioned by the CCG to support adults experiencing a mental health crisis	16.06.15	07.07.15	✓
47	Company/Organisation	Dermatology service provision commissioned by the CCG	17.06.15	15.07.15	✓
48	Individual	Direct and indirect interests in pharmaceutical companies or devices supply companies	17.06.15	13.07.15	✓
49	Individual	Information relating to Exceptional cases panel held on 9 June 2015	22.06.15	17.07.15	✓
50	Company/Organisation	Various data on Enhanced Optical Service Provision from 2013/14 - to present	23.06.15	21.07.15	✓
51	Individual	A list of every database that the CCG holds plus a description.	24.06.15	17.07.15	✓
52	Company/Organisation	Organisational Chart - IT	25.06.15	03.07.15	✓
53	Media	Child Death Overview Panel Annual Report Data on (6 Years)	22.06.15	17.07.15	✓
54	Media	GP referrals to genetic services - 2008 to 2014.	29.06.15	15.07.15	✓
55	Other - University	Contracts tendered for from April 2013 to date	29.06.15	23.07.15	✓

FREEDOM OF INFORMATION REQUESTS– SUMMARY OF REQUESTS

QUARTER 2 (1 July – 30 September 2015)

Total Number of Requests: 69

FOI No.	Category of Requester	Summary of Request	Enquiry Date	Response Made	Stat Deadline Achieved
56	Company/Organisation	CCG spend on agency Allied Health and Health Science Professions for 2014/15	02.07.15	27.07.15	✓
57	MP	Level of specialist palliative care that the CCG commissions and in particular 24/7 services	02.07.15	30.07.15	✓
58	Individual	Provision of Facial Palsy Treatments	06.07.15		
59	Other	Provision of podiatry services under Any Qualified Providers (AQP)	06.07.15	15.07.15	✓
60	Media	Health and social care professionals - maintenance of records	06.07.15	28.07.15	✓
61	Company/Organisation	Process of equipment relating to TVT, TVTO and mesh for Prolapse Organ Repair (POP)	09.07.15	15.07.15	✓
62	Individual	Various queries relating to GP diagnoses and practices	09.07.15	15.07.15	✓
63	Individual	Amount of money paid by providers in the CCG area for breaches to the DoH Same Sex Accommodation guidance - since penalties were introduced.	10.07.15	04.08.15	✓
64	Media	Limits to access/eligibility for services during 2015/16 for financial/efficiency/value reasons	13.07.15	16.07.15	✓
65	Individual	Exceptional Cases CAAP Minutes	13.07.15	21.07.15	✓
66	Media	Uptake of Personal Health Budgets data	13.07.15	06.08.15	✓
67	Individual	CCG spend on interpretation and translation services 2012/13 - 2014/15	14.07.15	28.07.15	✓
68	Other - CCG	Tier 3 CAMHS Services provision	15.07.15	04.08.15	✓
69	Charity	Wig provision policy for dermatology patients	16.07.15	04.08.15	✓
70	Individual	Wet Age Related Macular Degeneration Services commissioned by the CCG	09.07.15	04.08.15	✓
71	Company/Organisation	Total amount spent by CCG on Non medical interim staff in 2013/14 and 2014/15	21.07.15	10.08.15	✓
72	Company/Organisation	Members of the Cambridgeshire and Peterborough Joint Prescribing Group and job titles.	22.07.15	04.08.15	✓
73	Individual	Details of the CCG's telephone maintenance contract for hardware and software maintenance support	27.07.15	04.08.15	✓
74	Individual	GP OOH minimum staffing levels data	27.07.15	13.08.15	✓
75	Individual	NHS Constitution and waiting times - criteria for alternative providers	29.07.15	04.08.15	✓
76	Individual	Decisions of Exceptional Cases CAAP April 15 to date.	29.07.15	04.08.15	✓
77	Company/Organisation	Commissioning information relating to domiciliary care	29.07.15	21.08.15	✓
78	Media	Reducing GP Referrals and Prescribing schemes	30.07.15	11.08.15	✓
79	Company/Organisation	Commissioning of adult hearing services	30.07.15	27.08.15	✓
80	Company/Organisation	Funding applications for high cost drugs for non-NICE indications in 2014/15	31.07.15	11.08.15	✓
81	Individual	Community continence data	31.07.15	14.08.15	✓
82	Individual	CCG Structure chart	03.08.15	11.08.15	✓
83	Company/Organisation	Audiology and Adult Hearing Services data	04.08.15	02.09.15	✓
84	Company/Organisation	Residential care placements with home care packages for continuing healthcare needs	12.08.15	10.09.15	✓
85	Company/Organisation	Information on the prescribing of growth hormones within C&P CCG	10.08.15	13.08.15	✓
86	Media	Details of existing or planned GP Practice Federations in the CCG area	10.08.15	14.08.15	✓
87	Media	Details of any links between pharmaceutical/medical device companies and GPs/officials involved in providing	10.08.15	07.09.15	✓

		advice/making decisions on which drugs CCGs should use/prescribe.			
88	Charity	Individual Funding Requests for homeopathy services made to CCG from 1st July 2014.	11.08.15	20.08.15	✓
89	Company/Organisation	C&P CCG Guidelines for prescribing gluten free foods to diagnosed coeliacs and review date	12.08.15	13.08.15	✓
90	Individual	Details of all hospitality provided to CCG Board, Members, staff or decision makers by pharmaceutical companies or other NHS suppliers in the last 12 Months	12.08.15	20.08.15	✓
91	MP	Personal Health Budget numbers and other information for 2013/14 - 2015/16	12.08.15	10.09.15	✓
92	Media	CCG Commissioning/decommissioning of services from community pharmacists and other data for 2013/14 and 2014/15	12.08.15	09.09.15	✓
93	Media	Latest version of the CCGs Finance and Activity Plan 2015/16	12.08.15	08.09.15	✓
94	Media	All initiatives in the CCG's QIPP Plan which are intended to produce a reduction in acute emergency activity - including projected net savings attached to these initiatives	12.08.15	02.09.15	✓
95	Company/Organisation	Any monitoring or audit of dietetic products and spend by the Medicines Management Team	13.08.15	02.09.15	✓
96	Media	Numbers of GP practices in CCG area from 2013/14 and any subsequent changes	14.08.15	11.09.15	✓
97	Media	Community Services Contract Value and other commissioning information	17.08.15	03.09.15	✓
98	Company/Organisation	Continuing Healthcare Services queries	17.08.15	11.09.15	✓
99	Company/Organisation	Genetic Testing contract arrangements	18.08.15	03.09.15	✓
100	Media	Number of times and the amount of money that each acute provider has been penalised by the CCG as a consequence of breaching quality requirements as listed in schedule 4 of the NHS Standard contract.	14.09.15* (deadline set post receipt of clarification)	12.10.15	✓
101	Individual	Information on the manufacturer used, licence expiry and licence cost including duration for listed IT security areas within the CCG	19.08.15	04.09.15	✓
102	Individual	Details of CCG plans for reinvesting PMS Premium Funding	20.08.15	15.09.15	✓
103	Individual	Number of GP OOH shifts for which no GP was available and percentage of GP OOH shifts Jan 15 - June 15	20.08.15	18.09.15	✓
104	Media	Continuing Health Care numbers and spend 2010-1 - to 2014/15	24.08.15	14.09.15	✓
105	Other (Acute Trust)	Does the CCG Commission Hospital based cardiac rehabilitation exercise therapy and other related questions	24.08.15	22.09.15	✓
106	Individual	CCG policies on male gynecomastia surgeries	25.08.15	10.09.15	✓
107	Other (Acute Trust)	Queries relating to the commissioning of specialist restorative dentistry services	26.08.15	02.09.15	✓
108	Individual	Various data relating to IAPT referrals	01.09.15	28.09.15	✓
109	Individual	Continuing Health Care rates	01.09.15	14.09.15	✓
110	Company/Organisation	CCG Structure details and contacts	02.09.15	14.09.15	✓
111	Company/Organisation	Financial spend and forecast information 2013/14 - 2015/16	04.09.15	02.10.15	✓
112	Individual	Various data for NHS Funded patients in Non-NHS providers	08.09.15	29.09.15	✓
113	Charity	Tier 3 obesity data - CCG financial allocations	09.09.15		
114	Company/Organisation	Renal Services contract information	14.09.15	16.09.15	✓
115	Charity	Various data held relating to the provision of continence aids to meet assessed needs of CHC residents	16.09.15	28.09.15	✓
116	Media	Number of GP practices in CCG area that have been issued with a breach notice for failing to comply with the contractual duty to submit friends & family test data	16.09.15	18.09.15	✓
117	Individual	Home Oxygen Service patient and spend for C&P CCG	22.09.15	16.10.15	✓
118	Individual	Home Oxygen Service Assessment and Review Clinics for	22.09.15	02.10.15	✓

		C&P CCG			
119	Individual	Information pertaining to the Home Oxygen Service in C&P CCG	22.09.15		✓
120	Individual	Objective, scope and findings of any clinical audits carried out in relation to Home Oxygen Service in the last two-years & monthly KPI performance for the past two years for C&P CCG	22.09.15	05.10.15	✓
121	Company/Organisation	Spend on various locum/agency staff 2014/15	22.09.15	14.10.15	✓
122	MP	12 questions on Atrial Fibrillation relevant to the CCG	28.09.15	23.10.15	✓
123	Charity	Cataract surgery eligibility guidance/policy across CCG area	29.09.15	16.10.15	✓
124	Individual	What happens when a patient dies in the care of the Trust and there are no details of next of kin? - and 13 other related questions	29.09.15	12.10.15	✓

**FREEDOM OF INFORMATION REQUESTS– SUMMARY OF REQUESTS
QUARTER 3 (1 October – 31 December 2015)**

Total Number of Requests: 62

FOI No.	Category of Requester	Summary of Request	Enquiry Date	Response Made	Stat Deadline Achieved
125	Company/Organisation	Continence Products Home Delivery Service Framework Agreement - copy of service specification/invitation to tender and Schedule of Rates of winning tender	01.10.15	29.10.15	✓
126	Other (NHS Trust)	List of GPs in the CCG area plus any GPs with Special interest - fertility/infertility specialist	06.10.15	03.11.15	✓
127	Company/Organisation	Does the CCG hold any documents to cover the treatment of prostate cancer and general adult nutrition	07.10.15	04.11.15	✓
128	Individual	Details of any funding attributed or budgeted for within 2015/16, on physical activity or exercise promotion - including cases where the CCG is funding joint initiatives with other local partners. Also provide best estimate of total current annual spend by the CCG in 15/16	07.10.15	03.11.15	✓
129	Media	Data around performance of maternity units in Cambs currently and in past years. Also numbers of new born baby deaths and inquests - including findings	07.10.15 (Clarification sought - 14.10.15)	10.11.15	✓
130	Individual	The percentage of CCG budget allocated to Non NHS providers	13.10.15	03.11.15	✓
131	Company/Organisation	Expenditure on / procurement budget for 2010-2014 inclusive on telehealth; telecare; digitally-enabled services.	14.10.15	03.11.15	✓
132	Other (NHS Trust)	Prevalence of mental health issues for patients falling under CAMHS in the Cambridgeshire and Peterborough CCG area	15.10.15	10.11.15	✓
133	Company/Organisation	Names of CCG GP and Commissioner Leads for various service areas/specialities	21.10.15	11.11.15	✓
134	Individual	Copy of CCG Social Media Policy plus details of any staff within the organisation who have been disciplined, suspended or their employment terminated due to anything relating to cyber abuse, social media conduct etc. in the last 3-years	21.10.15	22.10.15	✓
135	Company/organisation	Obesity commissioning questions - various	22.10.15	16.11.15	✓
136	Individual	Details of Lay Member appointment process, records of information held in relation to the requested, shortlisting panel, scoring system, associated policies and a copy of the CCG's Complaints procedure.	22.10.15	19.11.15	✓
137	Media	Various data relating to applications for NHS continuing healthcare funding in the last three years	23.10.15	20.11.15	✓
138	Company/Organisation	Details of block or assured/risk share contract payment arrangements for planned elective care in place for 2013/14, 2014/15 & 2015/16 - and value of contracts.	26.10.15	20.11.15	✓

139	Company/Organisation	Details of any Gainshare agreements in place between the CCG and providers.	26.10.15	03.11.15	✓
140	Company/Organisation	CCG Medicines Management representation - 10 questions	27.10.15	24.11.15	✓
141	Company/Organisation	A list of all the Hundred Hour Pharmacies in the C&P CCG area	02.11.15	06.11.15	✓
142	Individual	CCG software development and testing data	02.11.15	03.11.15	✓
143	Individual	Information relating to commissioned Tier 1-3 Eating Disorder Services - what funding is being provided for Easting Disorder Patients that require a supervised Tier 3 residential placement.	02.11.15	26.11.15	✓
144	Individual	Procedure of limited clinical effectiveness policy or similar policy for 7 listed procedures.	02.11.15	18.11.15	✓
145	Media	Target for reducing unavoidable unplanned admissions to hospitals 2014/15 - 2015/16 and other associated questions	04.11.15	02.12.15	✓
146	Media	Various data relating to applications for NHS continuing healthcare funding in the last three years - and in particular those that relate to mental health issues.	06.11.15	20.11.15	✓
147	Company/organisation	List of support and social care services that the CCG work with to provide additional support for patients with hearing & visual difficulties	06.11.15	16.11.15	✓
148	Company/organisation	2016/17 National Framework CQUIN relating to CHC funded residents in Bupa Care Homes	09.11.15	04.12.15	✓
149	Individual	Information relating to electronic medical record (EMR) systems purchasing and use in primary care.	10.11.15	13.11.15	✓
150	Individual	Copies of any and all communications, irrespective of format, that the Chief Clinical Officer has had directly or indirectly with the CHC Manager concerning the requester's mother from 2nd January 2015 to 10 November 2015 inclusive.	11.11.15	08.12.15	✓
151	Media	Information relating to banned phone numbers in hospitals and GP surgeries for a five year period (9 questions)	11.11.15	18.11.15	✓
152	Individual	List of GP Practice Managers associated with your clinical commissioning group - name, e-mail addresses and phone numbers	12.11.15	19.11.15	✓
153	Company/organisation	Current insulin pen needle formulary	12.11.15	13.11.15	✓
154	Individual	Copy of the CCG's current fertility/IVF policy and Equality Impact Assessment	13.11.15	18.11.15	✓
155	Individual	six questions concerning Enhanced Data Sharing Model Consent in the C&P CCG area	16.11.15	14.12.15	✓
156	Individual	Questions in relation to the C&P CCG's preparations made for the extension of regular services at GP services under the Government's seven day opening for GP practices policy.	16.11.15	08.12.15	✓
157	Other	Mental health rehabilitation beds in CCG area - 14 questions	17.11.15	15.12.15	✓
158	Other	Acute adult inpatient psychiatric beds in CCG area - 14 questions	18.11.15	16.12.15	✓
159	Charity	Various questions concerning CCG's commissioning arrangements for eye care services	20.11.15	18.12.15	✓
160	Charity	Implementation of NICE Technology Guidance for Diabetic Macular Oedema and wet AMD Services	20.11.15	15.12.15	✓
161	Company/organisation	Contact details of different commissioners within healthcare in the CCG	24.11.15	16.12.15	✓
162	Individual	Contract data for services ongoing in 2015 and for contracts that have been signed and are due to start soon	24.11.15	22.12.15	✓
163	Individual	27 individual Questions concerning the CCGs Local Area Network, phone system, SAN, Data Centre, Cloud Services and ICT Contacts	26.11.15	01.12.15	✓
164	Company/organisation	Cost to CCG for patients referred by a GP to have 24 hour ECG Recording and associated questions	26.11.15	21.12.15	✓
165	Media	Memory clinic/service referral data - 2011/12 - to date.	27.11.15	21.12.15	✓
166	MP	How much seasonal resilience funding did the CCG receive in 2014/5 and 2015/16 and provide a breakdown of how this	01.12.15	30.12.15	✓

		has been used			
167	Other	Details of commissioning policies for elective surgical procedures which include referral thresholds or specific requirements for patients who smoke and patient who have a BMI over a specified level.	01.12.15	08.12.15	✓
168	Charity	Copies of any service specification KPIs and other related data relating to the commissioning of Orthotic Services	01.12.15	30.12.15	✓
169	Individual	6 questions relating to the procurement exercise for the Older peoples contract that was awarded to UnitingCare and terminated on 3 December 2015	03.12.15	05.01.16	✓
170	Individual	7 questions relating to MH services commissioned for people with subthreshold depressive symptoms, mild depressive symptoms and moderate depressive symptoms in the CCG area	03.12.15	16.12.15	✓
171	Individual	5 questions relating to the older peoples procurement	04.12.15	20.01.16	x
172	Company/organisation	Information concerning patients contributing health data from Apple Health Kit or Google Fit to their personal health records	07.12.15	16.12.15	✓
173	Individual	Total expenditure in 2014/15 and other related information concerning residential and nursing care placements for people with mental health problems	07.12.15	07.01.16	✓
174	Company/organisation	Contract information relating to GP OOH and NHS 111 contracts	07.12.15	05.01.16	✓
175	Other	Safe nursing and midwifery staffing levels - related questions	09.12.15	14.12.15	✓
176	Individual	5 questions related to the numbers of 'executive staff' and interim executives employed by the CCG including contract and payment information. <i>Clarification on request made. Received 25.01.16 - response deadline revised to reflect this</i>	*14.12.14 (25.01.16)	28.01.16	✓
177	Charity	Payment of CQUINs in relation to independent (private or charitable) care homes from whom the CCG commission healthcare services for 2014/15 and 2015/16.	14.12.15	14.01.16	✓
178	Individual	CCG annual expenditure on Non Emergency Patient Transport Services from 2013/14 & 2014/15 and 7 more related questions	15.12.15	15.01.16	✓
179	Media	7 questions relating to the older peoples community services contract including a breakdown of costs, bid documentation, correspondence with Monitor and Uniting Care and related minutes	16.12.15	20.01.16	x
180	Individual	OOH services operating in the CCG area	18.12.15	20.01.16	✓
181	Company/Organisation	Number of applicants' charges to the cost of your department for recovering records and the number of applicants now refunded.	14.12.15	14.01.16	✓
182	Individual	How many people received full CHC funding for 2013/14 & 2014/15 - how many of these were in residential care homes, nursing care homes, hospitals - domiciliary (in their own home). How many continued to receive CHC funding following their first review	22.12.15	22.01.16	✓
183	Company/organisation	Number of Prosthetists and Orthotists directly employed by the CCG - 2005 - 2015	22.12.15	14.01.16	✓
184	Individual	Details of GP networks operating within the CCG	22.12.15	20.02.15	✓
185	MP	Ten questions concerning Early Intervention in Psychosis and access to psychological therapies standards.	23.12.15	14.01.16	✓
186	Individual	What services are currently provided by each NHS Foundation Trust with whom you contract and which are designated as Commissioner Requested services at the Trust - and other related questions	29.12.15	27.01.16	✓

FREEDOM OF INFORMATION REQUESTS– SUMMARY OF REQUESTS

QUARTER 4 (1 January – 31 March 2016)

Total Number of Requests: 61

FOI No.	Category of Requester	Summary of Request	Enquiry Date	Response Made	Stat Deadline Achieved
187	Individual	25 separate questions concerning the CCGs Local Area Network (LAN) contract	04.01.16	22.01.16	✓
188	Individual	A list of pharmaceutical produces/drugs that the CCG currently holds rebate agreements for	04.01.16	28.01.16	✓
189	Company/organisation	Information concerning the CCGs plans (if any) to implement video appointments for the delivery of GP services to local patients	05.01.16	21.01.16	✓
190	Individual	28 separate questions concerning provision of local diabetes services in GP practices and Community	07.01.16	04.02.16	✓
191	Individual	Copies of any policies relating for announced and unannounced visits. Schedule of announced and unannounced visits for all OOH bases for 2014 and 2015 - and other details concerning any visits. Copies of all reports, recommendations, letter and communications between the provider and commissioner associated with the visits	07.01.16	04.02.16	✓
192	Company/organisation	Latest guidelines document held by CCG relating to Cow's Milk Protein Allergy & Lactose Intolerance	08.01.16	13.01.16	✓
193	Charity	The amount of money spent by the CCG on the provision of community disability equipment for disabled and terminally ill children.	11.01.16	20.01.16	✓
194	Company/organisation	Details of SIRO, FOI and Information Governance Leads	11.01.16	18.01.16	✓
195	Company/organisation	Numbers and details of roles of IG staff employed by CCG	14.01.16	02.02.16	✓
196	Individual	Five questions concerning the Better Care Fund metrics and targets	18.01.16	15.02.16	✓
197	Other - Health Assoc.	Questionnaire relating to locums and salaried GPs that hold positions with the CCG	18.01.16	15.02.16	✓
198	Other - Hospital	Provisions of NHS services between the CCG (and any associates) and CUHFT plus confirmation from CUHFT that they will be applying the prior funding approval process.	15.01.16	11.02.16	✓
199	Other - University	Various questions regarding the treatment services of adult onset posttraumatic stress disorder (PTSD) provided within the CCG.	20.01.16	05.02.16	✓
200	Company/organisation	The cost of running the Home Oxygen Service before and after 2004 and any evidence to demonstrate the relative cost effectiveness achieved by changing the method of supplying home oxygen in February 2006 away from Community Pharmacy	21.01.16	17.02.16	✓
201	Company/organisation	Information concerning Helicobacter pylori testing within the CCG (3 questions)	21.01.16	11.02.16	✓
202	Individual	Documented controls in place to identify potential conflicts of interest involving CCG members, staff and contractors, monitor these and report on any identified.	21.01.16	02.02.16	✓
203	Individual	Sleep Position Systems data 2014/15	22.01.16	18.01.16	✓
204	Other - Committee	Confirmation of contracts in place for community eye health services - Glaucoma Referral Refinement / OHT Monitoring	25.01.16	22.02.16	✓
205	Individual	7 separate questions concerning performance data held in relation to the Children and Adolescent Mental Health Service	27.01.16	24.02.16	✓
206	Individual	Details of the current contract details that the CCG has in place for the provision of dementia services	28.01.16	25.02.16	✓

207	Company/organisation	Copy of the Child & Young People's Mental Health & Wellbeing Local Transformation Plan and associated questions	29.01.16	24.02.16	✓
208	Charity	Details of nominated leads for palliative/End of Life Care for adults and Children - plus a copy of any strategy	01.02.16	23.02.16	✓
209	MP	Breakdown of CCG Governing Body membership	01.02.16	29.02.16	✓
210	Media	Wheelchair assessment and referral data for children	03.02.16	01.03.16	✓
211	Company/organisation	Review dates for the following drugs: SGLT-inhibitors DPP4-inhibitors GLP-1 agonists	04.02.16	15.02.16	✓
212	Individual	Various questions relating to Dr AA concerning procurement processes	04.02.16	02.03.16	✓
213	Individual	Copies of the results report for both the 2014 and 2015 Ipsos MORI 360 degree stakeholders survey for C&P CCG. Plus number so of members on GB	08.02.16	07.03.16	✓
214	Charity	Numbers of people with MS in the CCG area and five other related questions	08.02.16	08.03.16	✓
215	Individual	Copies of prescribing incentive schemes, medicines organisation plans or CCG level prescribing plans for 2013/14 - 2016/17 - plus other prescribing questions relating to formulary and prescribing software	09.02.16	08.03.16	✓
216	Company/organisation	Four questions relating to the provision of IG & FOI services in the CCG	10.02.16	23.02.16	✓
217	Other - Trade Association	Seven questions relating to the CCGs prescribing formulary relating to urology products.	10.02.16	07.03.16	✓
218	Individual	Details of clinical contracts that the CCG are planning to re-tender/re-design/roll-over in the next 12-18 months	16.02.16	07.03.16	✓
219	Company/organisation	Information concerning the holding (and amount paid) for media licences in 2013/14	17.02.16	07.03.16	✓
220	Company/organisation	Administration of Gonadorelin (GnRH) analogues for the treatment of prostate cancer	17.02.16	07.03.16	✓
221	Individual	For every year from 2005 - 2015/16 the number, value and length of all contracts for MH services by type, name and provider and associated questions	19.02.16	15.03.16	✓
222	Company/organisation	Responsible contacts for Digital Road map and Individual Funding Requests	19.02.16	07.03.16	✓
223	Individual	CCG training provision for both clinical and non-clinical staff on managing refugees and asylum seekers	24.02.16	07.03.16	✓
224	Charity	Six questions and data table to be populated concerning CCG commissioning of palliative care services	24.02.16	23.03.16	✓
225	Individual	All bidder responses and submissions to the services that the CCG put out to tender under the Lead Provider Framework	24.02.16	23.03.16	✓
226	Individual	All minutes of MMT / Joint Prescribing Group from 2011.	25.02.16	24.03.16	✓
227	Individual	12 questions relating to Continuing Health care and Personal Health Budgets data held	29.02.16	30.03.16	✓
228	Charity	Copy of care pathway for children and young people with cerebral palsy and seven other related questions	29.02.16	30.03.16	✓
229	Media	Data concerning CCG commissioning of enhanced services and how many contracts are being put out to tender for AQP.	02.03.16	04.04.16	✓
230	Other - University	What is the exact wording contained in CCG contracts with providers to ensure the provision of reasonable adjustments for people with learning disabilities is embedded in practice	07.03.16	06.04.16	✓
231	Company/organisation	Questions relating to use of Block Contracts for planned elective care - number of finished consultant episodes	09.03.16	08.04.16	✓
232	Other - NHS Org	What services currently offered for GP Mental Health - services commissioned by CCG	11.03.16	05.04.16	✓
233	Company/organisation	13 Questions relating to the operation, commissioning of a referral management centre that assesses referrals by local GPs	14.03.16	05.04.16	✓

234	Individual	How many individuals have been referred to the Prevent or channel programme by GPs/other staff from 01.04.16 to current date	14.03.16	05.04.16	✓
235	Media	8 questions concerning CCG's use of Translation Services	15.03.16	11.04.16	✓
236	Media	Breakdown of how much was paid to each of the external advisors used in relation to the OPACS programme plus information (including payments made) to the Strategic Projects Team.	16.03.16	15.04.16	✓
237	Individual	Further questions relating to Dementia Services	17.03.16	18.04.16	✓
238	Individual	10 questions concerning Wi-Fi contract arrangements especially around managed guest and visitor Wi-Fi	17.03.16	15.04.16	✓
239	Individual	Copy of the Gateway Reviews undertaken during the OPAC process	18.03.16	19.04.16	✓
240	Individual	10 questions concerning contract information relating to Banking Services, Audit Services and Card Processing Services	18.03.16	19.04.16	✓
241	Company/organisation	Numbers of people who have been approved for CHC funding and - and numbers who have been offered PHB in 2016.	22.03.16	20.04.16	✓
242	Individual	Number of GPs working for all of the CCG sites. Total figure required.	22.03.16	18.04.16	✓
243	Other - Patient Org.	six questions concerning the uptake and implementation of key antimicrobial stewardship policy initiatives by the CCG	23.03.16	15.04.16	✓
244	Media	Start date for all GPs who began contracts since 2011 along with their year of birth. Also details of any GP contracts who stopped practicing since 2011.	23.03.16	05.04.16	✓
245	Other - GP Org.	Various questions concerning CCG expenditure on general practice e.g. Enhanced services and OOH GP services	24.03.16	18.04.16	✓
246	Company/organisation	Contact details - finance director etc.	29.03.16	11.04.16	✓