



Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we may hold the information that you have requested. A response to each part of your request is below.

Please note, as of 1st April 2020 the following Clinical Commissioning Groups (CCGs), NHS Mansfield & Ashfield CCG, NHS Newark & Sherwood CCG, NHS Nottingham City CCG, NHS Nottingham North & East CCG, NHS Nottingham West CCG and NHS Rushcliffe CCG, merged to become NHS Nottingham and Nottinghamshire CCG. More information around the new NHS Nottingham and Nottinghamshire CCG can be found on our website - <https://nottscg.nhs.uk/about-us/our-ccg/>

In the request you asked:

1. Please provide all written and electronic communication between CCG staff and the members of/administrators (anyone who held these roles during the time period) of Nottingham City Council's health scrutiny committee during from July 1, 2020 to date.
2. Please provide all written and electronic communication between CCG staff featuring the terms 'scrutiny committee' from July 1, 2020 to date.

Section 12 (Cost Limit Exemption)

It is likely that the CCG does hold the information in relation to questions 1 and 2, however, the CCG employs over 500 members of staff and it is not possible to provide the information without undertaking an exercise to locate, retrieve and extract records for each staff member from their individual email accounts and/or saved documentation on the network servers. This would equate to a significant amount of time to ensure the accurate extraction of information and exceed the appropriate cost limit of £450.

The Freedom of Information Act state that the appropriate limit to be applied to requests received by the CCG is £450 (equivalent to 18 hours of work at £25 per hour) in estimating the cost of complying with the request for information, the CCG can only take into account any reasonable costs incurred in:

1. Determining whether it holds the information,
2. Locating the information, or document which may contains the information,
3. Retrieving the information, or document which may contain the information, and
4. Extracting the information from a document containing it.

Given the breadth of the definitions you have provided, the relevant information is potentially contained with all CCG staff mail boxes, CCG servers and/or cloud storage, all of which would require information to be manually located and retrieved. Each record would then need to be individually reviewed to extract the information relevant to your enquiry. We estimate that obtaining and reviewing the records and collating a response would exceed the limit of 18 hours set out in the Act.

Although we cannot answer your request at the moment, we might be able to answer a refined request within the cost limit. You may wish to consider, for example;

1. Limiting the enquiry to a subset of staff members or teams within NHS Nottingham and Nottinghamshire CCG who may have dealings with Nottingham City Council's Health and Scrutiny Committee. All CCG employees are listed on the CCG Register of Interests (available on the CCG website), which may aid you in refining your request.
<https://nottscg.nhs.uk/about-us/governing-body-and-committees/>
2. Further defining the search phrase 'scrutiny committee' to specify the CCG staff group/team, relevant Local Authority, topic of correspondence and/or items of interest.

Please be aware that we cannot guarantee, at this stage, that a refined request will fall with the Freedom of Information cost limit.

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Clinical Commissioning Group have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to NHS Nottingham and Nottinghamshire CCG, 1 Standard Court, Park Row, Nottingham, NG1 6GN.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether the organisation has complied with its obligations under the Act, and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Mansfield and Ashfield Clinical Commissioning Group, NHS Newark and Sherwood Clinical Commissioning Group, NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group and Nottingham North and East Clinical Commissioning Group. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to: FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone 0303 123 1113 or report a concern: <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information Officer on behalf of *NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group, NHS Nottingham North and East Clinical Commissioning Group, NHS Mansfield and Ashfield Clinical Commissioning Group and NHS Newark and Sherwood Clinical Commissioning Group.*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Clinical Commissioning Group. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.

