

23/04/2026

NN-ICB/26-1551

Dear Requestor

Re: Freedom of Information Request

Thank you for your request for information, received on 25 March 2026, regarding business case, procurement and DPIA templates and guidance. We have processed your request in accordance with the Freedom of Information Act 2000 (FOIA).

Under the FOIA, public authorities like ours are required to respond to requests for information within 20 working days. In response to your request, I can confirm that we do hold the information requested. However, please note that some of the information you requested has been withheld. Under the FOIA, certain exemptions may apply to protect sensitive information.

Please find below our response to your request:

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.

Please find attached the ICB's internal 'business case' template [see attachment A] including the guidance available which is built into the template.

2. 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.

Please see guidance which is included within the business case template [see attachment A].

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

The ICB does not hold a strategy, however, the Procurement and Provider Selection Policy can be found on the ICB's Website, here : [DLN-PROC-001-Procurement-and-Provider-Selection-Policy.pdf](#).

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

This is publicly available via the ICB's website, please find the ICB's Standing Financial Instructions here - [Our Constitution - NHS Nottingham and Nottinghamshire ICB](#).

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

Please see attached the DPIA Form [attachment B] and DPIA Screening Tool [attachment C] and DPIA Guidance [attachment D].

6. 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.

Please see attached a redacted paper that was taken through the ICB's Joint Commissioning Executive Group [attachment E]. All personal identifiable and financial information has been redacted under Sections 40(2) and 43(2) of the Freedom of Information Act 2000, as instructed by you.

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) has 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, Director of Corporate Governance and Assurance via lucy.branson@nhs.net or by writing to FOI Team at NHS Nottingham and Nottinghamshire ICB, Sir John Robinson House, Sir John Robinson Way, Arnold, Daybrook, Nottingham NG5 6DA.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office (ICO), 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 ICB. 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 via <https://ico.org.uk/concerns/>.

Yours sincerely

Freedom of Information (FOI) Officer on behalf of NHS Nottingham and Nottinghamshire Integrated Care Board nnicb-nn.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 Integrated Care Board. 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 nnicb-nn.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.