

24/07/2026

NN-ICB/26-1638

Dear Requestor

Re: Freedom of Information Request

Thank you for your request for information, received on 1 June 2026, regarding the East Midlands Cancer Alliance (EMCA). We have processed your request in accordance with the Freedom of Information Act 2000 (FOIA).

The ICB partially holds the information requested. Where information is held, it is provided below or attached. Where the ICB does not hold the specific recorded information requested, this is confirmed in the relevant section.

For clarity, the ICB is providing the EMCA Hosting Agreement as Attachment A, the relevant Executive Management Team action log entry as Attachment B, and supporting Occupational Health process information as Attachment C.

Internal review request and outcome

We acknowledge your further correspondence stating: 'My FOI is now 23 days overdue, I would like an internal review please'. The ICB upholds your complaint in respect of timeliness. The response was not issued within the statutory timeframe under section 10(1) FOIA. The delay arose because the request was complex and required searches, review and input from a number of teams and parties within the ICB, alongside capacity pressures. These factors explain the delay but do not alter the ICB's statutory duty to respond within the required timeframe.

The outcome of the internal review is, therefore, that the complaint about delay is upheld. The remedial action available at this stage is to issue the substantive response and provide the recorded information held, or confirm where information is not held, which is set out below.

Please find below our response to your FOI request:

1. The Hosting and Delegation Agreements (East Midlands Cancer Alliance - EMCA)

- A copy of **Annex D: Delegation Agreements and Collaboration Agreement** as referenced on page 80 of the *NHS Nottingham and Nottinghamshire ICB Governance Handbook v2.1*.
- Specifically, I require the formal **Hosting Agreement** or **Service Level Agreement (SLA)** between the ICB and the **East Midlands Cancer Alliance (EMCA)** that was in effect between April 2024 and June 2025.

The ICB does not hold a formal NHS England to ICB delegation agreement for EMCA. The reference to Annex D in the ICB Governance Handbook relates to delegated commissioning functions, such as primary care and specialised services, rather than EMCA.

The ICB holds the EMCA Hosting Agreement. EMCA is hosted by NHS Nottingham and Nottinghamshire ICB for administrative and employment purposes. The Hosting Agreement in effect from 1 April 2024 is provided as Attachment A.

2. Recruitment Freeze and Offer Withdrawal Directives

- Minutes of the **Executive Management Team (EMT)** meetings held in **March 2025** and **June 2025**.
- The specific internal directive or policy document produced during these months that mandated the **withdrawal of all "conditional" employment offers** while allowing "unconditional" offers to proceed.
- Any **Equality Impact Assessment (EIA)** conducted by the ICB or the Remuneration and Human Resources Committee regarding the impact of this "unconditional only" rule on candidates with protected characteristics (specifically disability).

The ICB records Executive Management Team discussions, decisions and actions through formal decision/action logs, which form the official record for these meetings. One recorded action log entry has been identified and is provided as Attachment B.

The ICB does not hold a separate internal directive or policy document mandating the withdrawal of all conditional offers while allowing unconditional offers to proceed. The ICB does not hold an Equality Impact Assessment specifically relating to an 'unconditional only' recruitment rule.

3. Redeployment and Vacancy Audit

- The total number of vacancies withdrawn in June 2025 that were originally funded via the national **Service Development Fund (SDF)**.
- Anonymized data showing how many of these specific withdrawn vacancies were subsequently filled by existing staff from the ICB's **"at risk" register**.

The ICB can confirm that seven vacancies were withdrawn in June 2025 across the whole ICB (i.e. not specific to EMCA).

The ICB does not hold recorded information identifying which, if any, of those vacancies were funded through the national Service Development Fund (SDF).

The ICB does not hold recorded information showing how many of those withdrawn vacancies were subsequently filled by individuals from an ICB at-risk register. Following the withdrawal of vacancies, organisational change processes associated with ICB clustering have commenced, and have yet to conclude, and the ICB does not hold the information requested.

4. Financial Governance (SFI 5.5.3)

- A breakdown of all salary-related funds originally allocated to **EMCA (Programme Costs)** that **"reverted to the immediate control of the Chief Executive"** under **Standing Financial Instruction (SFI) 5.5.3** during the 2025/26 financial year.

The ICB does not hold recorded information comprising a breakdown of salary-related funds originally allocated to the East Midlands Cancer Alliance (EMCA) programme that reverted to the immediate control of the Chief Executive under Standing Financial Instruction (SFI) 5.5.3 during the 2025/26 financial year.

While some vacancies were held, the associated funding remained allocated to cancer programme delivery.

5. Occupational Health Service Level Agreements

- The **Service Level Agreement (SLA)** or contract extract between the ICB (or its agent Arden & GEM CSU) and **Medigold Health (Advance Occupational Health Ltd)** that defines the mandatory timeframes and "key performance indicators" for completing pre-employment health assessments. Please note I am not as interested as financial information so if this is commercially sensitive this may be redacted.

The ICB holds supporting Occupational Health process information. This sets out expected timeframes for pre-placement questionnaires, including an initial response within two working days of submission, review within four working days, and follow-up contact by the fifth working day where required. More complex cases requiring clinical assessment or a full Occupational Health consultation are subject to longer timescales depending on the nature of the assessment. The supporting information is provided as Attachments C and D.

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.