

From: Redacted S40

Sent: 10 June 2020 12:42

To: Redacted S40

Subject: FOI-1231448 Lind NIHR Comms budget

To Redacted S40

Dear Team,

I would be grateful for your assistance with this FOI request below (please see the text in lilac).

Please keep in mind any obligations we have to protect personal information.

“Dear Department of Health and Social Care,

I request in Excel file the pay and non pay budget for the communications team of the NIHR Clinical Research Network for financial years 17/18, 18/19,19/20 and 20/21. I request the pay budget include a breakdown of each position title, banding (including spine point if on an NHS contract) and cost which is all unidentifiable information. I'm aware the details of the post occupiers are outside of FYI under pay threshold and am not requesting this information.

The non pay budget should also list individual transactions made in the year, including year to date.”

Case key dates:

Contribution deadline: 19 June

Legal deadline: 2 July

Cabinet Office Advice:

N/A

Things to note:

- If the subject matter/info is controversial it is important you contact me as soon as possible.
- If DHSC is not holding any relevant information, we just state that, and refer the requestor to another organisation, if appropriate. We are not required to seek out information from other organisations in order to reply to a FOI request, unless another organisation holds info on our behalf. Happy to discuss if this is an issue.
- Please do not forward this request to anyone outside of DHSC without telling me first.

If you think that the request may exceed the cost limit (Section 12), please complete the attached estimation form.

Please consider the points in the attached SCS FoI declaration when completing this case and forward the declaration to the SCS signing off the case with your draft response. The SCS should be satisfied that all points have been considered before sign-off.

Please also see the link to the redaction policy on the intranet: https://in.dh.gov.uk/wp-content/uploads/2014/08/Redaction_guidance_-_April_2011.pdf

If you are not responsible for this policy area, I would appreciate your advice on who to approach.

Many thanks.

Redacted S40

Freedom of Information Officer

Department of Health & Social Care

39 Victoria Street, SW1H 0EU

Tel : **Redacted S40**



This e-mail and any attachments is intended only for the attention of the addressee(s). Its unauthorised use, disclosure, storage or copying is not permitted. If you are not the intended recipient, please destroy all copies and inform the sender by return e-mail. Any views expressed in this message are not necessarily those of the Department of Health and Social Care. Please note: Incoming and outgoing email messages are routinely monitored for compliance with our policy on the use of electronic communications.

From: **Redacted S40**

Sent: 10 June 2020 15:29

To: **Redacted S40**

Subject: FW: FOI-1231448 Lind NIHR Comms budget

Hi **Redacted S40**

Please see the FOI request below – presume this is something that the CRNCC can do on your behalf so can I leave with you please?

Thanks,

Redacted S40

From: **Redacted S40**

Sent: 10 June 2020 16:51

To: **Redacted S40**

Subject: FW: FOI-1231448 Lind NIHR Comms budget

Hi **Redacted S40**,

Yes, leave with me.

Best wishes

Redacted S40

Portfolio Manager for Department of Health and Social Care Research Networks, Clinical Research Facilities, and Cancer Research

From: Redacted S40
Sent: 11 June 2020 12:05
To: Redacted S40
Subject: FW: FOI-1231448 Lind NIHR Comms budget

CC: Redacted S40

Hi

We have had the following FOI request – the deadline I have to get this back to DHSC FOI team is 19 June. The FOI team will top and tail the letter so all that's needed is the information requested or your guidance if you feel this request doesn't fall within FOI. I also enclose some additional information that I hope is helpful

"Dear Department of Health and Social Care,

I request in Excel file the pay and non pay budget for the communications team of the NIHR Clinical Research Network for financial years 17/18, 18/19,19/20 and 20/21. I request the pay budget include a breakdown of each position title, banding (including spine point if on an NHS contract) and cost which is all unidentifiable information. I'm aware the details of the post occupiers are outside of FYI under pay threshold and am not requesting this information.

The non pay budget should also list individual transactions made in the year, including year to date."

Many thanks

Redacted S40

From: Redacted S40
Sent: 11 June 2020 12:08
To: Redacted S40
Cc: Redacted S40
Subject: RE: FOI-1231448 Lind NIHR Comms budget

Hi Redacted S40

Just to say I have been in touch with Redacted S40 and have sent the enquiry to Redacted S40– I hope that's OK and am happy to see this one through.

Hope that's OK!

Best wishes

Redacted S40

From: Redacted S40
Sent: 11 June 2020 12:12
To: Redacted S40
Cc: Redacted S40
Subject: RE: FOI-1231448 Lind NIHR Comms budget

Hi Redacted S40

That's excellent, many thanks, much appreciated.

I had sent the attached to Redacted S40 I guess that's redundant now?

Best wishes

Redacted S40

From: Redacted S40

Sent: 11 June 2020 12:47

To: Redacted S40

Cc: Redacted S40

Subject: RE: FOI-1231448 Lind NIHR Comms budget

Hi Redacted S40

Yes, I'll take it forward

Best wishes

Redacted S40

From: Redacted S40

Sent: 11 June 2020 12:51

To: Redacted S40

Subject: FW: FOI-1231448 Lind NIHR Comms budget

Hi Redacted S40

I have contracted the Clinical Research Network and will get back to you when I have an answer

Best wishes

Redacted S40

From: Redacted S40

Sent: 11 June 2020 13:05

To: Redacted S40

Subject: RE: FOI-1231448 Lind NIHR Comms budget

Thanks Redacted S40

from: Redacted S40

Sent: 12 June 2020 09:16

To: Redacted S40

Subject: RE: FOI-1231448 Lind NIHR Comms budget

Hi,

Redacted S40 is dealing with this as she leads on the CRN.

From: Redacted S40

Sent: 12 June 2020 10:36

To: Redacted S40
Cc: Redacted S40
Subject: RE: FOI-1231448 Lind NIHR Comms budget

Hi Redacted S40,

Thanks for this.

Just to clarify, is Redacted S40 already aware of this request or do I have to contact her?

Redacted S40

From: Redacted S40
Sent: 12 June 2020 13:14
To: Redacted S40
Cc: Redacted S40 Redacted S40
Subject: Re: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Good afternoon,
Our ref FOI 2020-06-11-a

In order for us to progress with your request, please can you confirm if you require the data to include (a) CRNCC or (b) LCRNs or (c) both?

Please also be advised that DHSC receive information on CRNCC pay on a quarterly basis in anonymised form, which Redacted S40 would be able to provide.

Kind regards

Redacted S40

CRN DH Enquiries



| NIHR Clinical Research Network (CRN)

e. Redacted S40
a. 21 Queen Street Leeds LS1 2TW

From: Redacted S40
Sent: 12 June 2020 15:11
To: Redacted S40
Cc: Redacted S40 Redacted S40 Redacted S40
Subject: Re: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

All I have, I am afraid is the text below from the correspondent – I had assumed the question was about the 'corporate' CRN team...

Best wishes

Redacted S40

From: Redacted S40
Sent: 15 June 2020 11:26
To: Redacted S40
Cc: Redacted S40 Redacted S40 Redacted S40

Thank you,

Based on the interpretation of this and the absence of further detail we shall provide the data for CRNCC only.

Kind regards

Redacted S40

CRN DH Enquiries



| NIHR Clinical Research Network (CRN)

e. Redacted S40
a. 21 Queen Street Leeds LS1 2TW

From: Redacted S40
Sent: 19 June 2020 16:36
To: Redacted S40
Cc: Redacted S40 Redacted S40 Redacted S40 Redacted S40

Good afternoon,

Our ref: FOI 2020-06-11-a

Please find attached the NIHR Clinical Research Network's Communication budget for the years requested. It has not been possible to give a breakdown of each position title, banding and spine point, and cost as this would constitute identifiable information. There are a number of posts where there is just one person in a grade, and it would not be right to provide their salary details. A structure chart can be provided on request. Pay details have been based on rate cards agreed as part of the contract, rather than constituting actual pay. The non-pay budget does not identify individual transactions made as this could include contractual information.

Please see the table below for the response data, also attached as an excel file.

Category	17/18		18/19		19/20		20/21	
	FTE	Cost	FTE	Cost	FTE	Cost	FTE	Cost
Pay Total	8.7	514,561.64	9.8	603,754.76	10.1	604,442.19	10.1	632,048.46

Supplies		43,409.54		49,060.93		66,934.36		71,100.00
Office & Travel		38,905.83		39,030.69		37,067.25		39,113.00
Equipment & Furniture		4,710.31		7,026.28		2,958.84		2,000.00
Premises & Utilities		-		-		-		-
Other Costs		19,518.09		15,862.11		4,795.89		15,280.00
Non Pay Total		106,543.77		110,980.01		111,756.34		127,493.00
Total	8.7	621,105.41	9.8	714,734.77	10.1	716,198.53	10.1	759,541.46

Notes:

1) FTE represents the no. of days worked in the financial year e.g. 1.0 FTE equates to one person working full time for the whole year.

2) Staff range from University of Leeds grades 4 to 9, or equivalent.

3) 20/21 figures are forecasted rather than actual expenditure.

Kind regards

CRN DH Enquiries



| NIHR Clinical Research Network (CRN)

e. Redacted S40

a. 21 Queen Street Leeds LS1 2TW

From: Redacted S40

Sent: 22 June 2020 09:38

To: Redacted S40

Cc: Redacted S40 Redacted S40 Redacted S40

Hi Redacted S40

Thank you so much for this – much appreciated!

I will pass onto out FOI team.

Best wishes

Redacted S40

From: Redacted S40

Sent: 22 June 2020 09:44

To: Redacted S40

Cc: Redacted S40 Redacted S40 Redacted S40

Hi Redacted S40

The attached email also contains a spreadsheet with, I hope the relevant information for the FOI.

Once it's ready, I will get one of the SCS' in SRE to sign off.

Best wishes

Redacted S40

From: Redacted S40

Sent: 22 June 2020 14:35

To: Redacted S40

Cc: Redacted S40 Redacted S40 Redacted S40 Redacted S40

Subject: RE: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Hi Redacted S40,

Thanks for this.

I have one point to raise;

The requester asked for budgets rather than expenditure, so the number provided for the year 20/21 would be fine. I assume the data for previous years is expenditure. I think that is what the requester wants, but I will have to make this clear in the letter.

Let me know if your content with this approach and I will draft a reply.

Redacted S40

From: Redacted S40

Sent: 22 June 2020 14:48

To: Redacted S40

Cc: Redacted S40

Subject: RE: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Thanks RedactedS40 – I have asked the people that gave me this information for confirmation.

Best wishes

Redacted S40

From: Redacted S40

Sent: 22 June 2020 17:00

To: Redacted S40

Cc: [S40]

Subject: Re: FW: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Dear Redacted S40,

I will need to consult the Head of Finance on this, who is on leave today but back in tomorrow so hopefully it can wait for her confirmation?

Just to note that CRNCC invoices DHSC for actual costs only, therefore budget = expenditure.

I will be back in touch as soon as possible in the morning.

Best wishes

Redacted S40

Redacted S40

Integrated Governance Officer | CRN National
Coordinating Centre (CRNCC) | NIHR Clinical Research
Network (CRN)



t.Redacted S40 | m.Redacted S40 e Redacted S40 a. NIHR Clinical Research Network
First Floor
21 Queen Street
Leeds
LS1 2TW

From: Redacted S40
Sent: 22 June 2020 17:07
To: Redacted S40
Cc: Redacted S40

Hi Redacted S40

Absolutely fine – thank you.

Best wishes

Redacted S40

From: Redacted S40
Sent: 23 June 2020 11:03
To: Redacted S40
Cc: Redacted S40 Redacted S40 Redacted S40
Subject: Re: FW: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Dear Redacted S40,

Our ref FOI 2020-06-11-a

To confirm, in response to your query;

2020/21 is actual expenditure for 2 months and then forecast/budgeted figures for the rest of the year. The previous years are actual expenditure.

Kind regards

Redacted S40

CRN DH Enquiries



| NIHR Clinical Research Network (CRN)

e. Redacted S40

a. 21 Queen Street Leeds LS1 2TW

From: Redacted S40

Sent: 23 June 2020 13:53

To: Redacted S40

Cc: Redacted S40 Redacted S40 Redacted S40

Subject: Re: FW: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Great – thanks for this Redacted S40.

Best wishes

Redacted S40

From: Redacted S40

Sent: 23 June 2020 14:50

To: Redacted S40

Subject: RE: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Hi Redacted S40

The response I have got is:

2020/21 is actual expenditure for 2 months and then forecast/budgeted figures for the rest of the year. The previous years are actual expenditure.

If that could be reflected in the response that would be great.

Best wishes and thank you

Redacted S40

From: Redacted S40

Sent: 23 June 2020 15:42

To: Redacted S40

Subject: RE: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Hi Redacted S40

Cheers. I will draft accordingly.

Redacted S40

From: Redacted S40

Sent: 26 June 2020 15:27

To: Redacted S40

Subject: RE: FW: FOI-1231448 Lind NIHR Comms budget - contribution by 19 June if possible please

Hi Redacted S40

Please see the draft for this FOI.

Once content please arrange for SCS sign off.

Redacted S40

From: Redacted S40

Sent: 26 June 2020 15:46

To: Toal, Mark <mark.toal@dhsc.gov.uk>

Subject: FOI-1231448: CLEARANCE NEEDED PLEASE

Importance: High

Dear Mark

The request was for pay and non-pay budget for the communications team of the NIHR CRN for financial years 17/18, 18/19, 19/20 and 20/21.

We hold that information but anything that identifies people has been removed.

Can you clear please.

Thanks

Redacted S40

26/06/2020

From: Toal, Mark <mark.toal@dhsc.gov.uk>

Sent: 26 June 2020 16:04

To: Redacted S40

Subject: RE: FOI-1231448: CLEARANCE NEEDED PLEASE

Hi,

This is fine to go thanks.

Best wishes,

Mark

From: Toal, Mark <mark.toal@dhsc.gov.uk>

Sent: 26 June 2020 16:32

To: Redacted S40

Subject: RE: FOI-1231448: CLEARANCE NEEDED PLEASE

Thanks Mark

Redacted S40

From: Redacted S40

Sent: 26 June 2020 16:34

To: Redacted S40

Subject: RE: FOI-1231448: CLEARANCE NEEDED PLEASE

Hi Redacted S40

Cleared by Mark Toal

Best wishes

Redacted S40

From: Redacted S40

Sent: 06 July 2020 17:23

To: Redacted S40

Cc: Redacted S40

Subject: FOI-1237458 Lind Comms re FOI response

Dear Team,

I would be grateful for your assistance with this FOI request below (please see the text in lilac). This is a follow up to the response to FOI-1231448. See attached.

Happy to discuss.

Dear Department of Health and Social Care,

I'm writing to request all emails and copies of documentation as a result of and answer to the Freedom of Information Request Reference FOI-1231448

Case key dates:

Contribution deadline: 20 July

Legal deadline: 31 July

Cabinet Office Advice:

N/A

Things to note:

- If the subject matter/info is controversial it is important you contact me as soon as possible.
- If DHSC is not holding any relevant information, we just state that, and refer the requestor to another organisation, if appropriate. We are not required to seek out information from other organisations in order to reply to a FOI request, unless another organisation holds info on our behalf. Happy to discuss if this is an issue.
- Please do not forward this request to anyone outside of DHSC without telling me first.

If you think that the request may exceed the cost limit (Section 12), please complete the attached estimation form.

Please consider the points in the attached SCS FoI declaration when completing this case and forward the declaration to the SCS signing off the case with your draft response. The SCS should be satisfied that all points have been considered before sign-off.

Please also see the link to the redaction policy on the intranet: https://in.dh.gov.uk/wp-content/uploads/2014/08/Redaction_guidance_-_April_2011.pdf

Many thanks.

Redacted S40

Freedom of Information Officer

Department of Health & Social Care

39 Victoria Street, SW1H 0EU

Tel :Redacted S40

From: Redacted S40

Sent: 07 July 2020 09:00

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40

I will pass this on to the relevant SRE team

Best wishes

Redacted S40

From: Redacted S40

Sent: 07 July 2020 09:03

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40,

Please see the FOI request below for response

Dear Department of Health and Social Care,

I'm writing to request all emails and copies of documentation as a result of and answer to the Freedom of Information Request Reference FOI-1231448

From: Redacted S40

Sent: 07 July 2020 09:11

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40

Hope you are well.

You very kindly led on the original FOI. Would you be able to deal with this follow-on?

Many thanks

Best wishes

Redacted S40

From: Redacted S40

Sent: 07 July 2020 09:11

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40,

Hi Redacted S40,

Any news on this one?

Redacted S40

From: Redacted S40

Sent: 23 July 2020 15:07

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40,

I think the number for this ended in 48 not 58 and was cleared by Mark Toal?

Best wishes

Redacted S40

From: Redacted S40

Sent: 23 July 2020 15:15

To: Redacted S40

Cc: Redacted S40

Hi Redacted S40

I have this in hand

Thanks

Redacted S40