



Matty Lee

E-mail: request-388760-xxxxxxx@xxxxxxxxxxxxxxx.xxx

8 March 2017

Ambulance Headquarters

Bernicia House
The Waterfront
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

Tel: 0191 430 2000
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Our Ref: FOI.17.049

Dear Mr Lee

Freedom of Information Act 2000 – Information Request

Thank you for your request for information under the Freedom of Information Act which was received on 8 February 2017. I can confirm that we hold part of the information you have requested. You asked the following questions, reproduced in **bold** below:

- 1) **Does North East Ambulance Service NHS Foundation Trust (NEASFT) provide any complimentary refreshments for staff/management/members of the public (For example, hot drinks, biscuits, etc)?**

The Trust provides a limited supply of complimentary tea and coffee for meetings usually involving external stakeholders, including members of the public, and for its Governor volunteers. Each Director has a supply of tea and coffee to enable them to host meetings, and complimentary tea and coffee is provided at public Board meetings and Governor meetings. The Trust usually purchases one assorted box of biscuits for large Governor meetings of up to 35 people (this is an unpaid voluntary role).

- 2) **In respect to point 1, if the answer is yes, please provide a comprehensive list of items that NEASFT supply to staff/management/members of the public.**

For your convenience, I have listed some of the items that I am interested in. These include, but are not limited to, the following:

- Teabags
- Coffee
- Sugar
- Sweetener
- Milk (either fresh or UHT)
- Disposable cups & lids
- Hot chocolate
- Stirrers
- Biscuits

The Trust provides the following for use in the circumstances outlined in Question 1:

- Tea
- Coffee
- Sugar
- Sweeteners
- UHT milk
- Disposable cups and lids – for public Board meetings held out in the community only
- Biscuits – for the Council of Governor meetings only (quarterly)

3) In respect to point 2, please provide a breakdown of the total amount that the trust has spent on these refreshments in the calendar year 2016. If individual items will be too expensive/time-consuming to calculate, I am happy to receive a grand total for the amount NEASFT has spent on all of the listed items.

The Trust does not hold this level of information


If you are not satisfied with the information we have provided, you can request an internal review which will be carried out by someone not involved with your original request. Mr Paul Aitken-Fell is the Trust's Consultant Paramedic, his contact details are:

Paul Aitken-Fell
Consultant Paramedic
North East Ambulance Service NHS FT Trust
Bernicia House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

If you remain unhappy with the outcome of the review, you can ultimately complain to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely



Mark Cotton
Freedom of Information Lead