

Our ref: SW/sb/FOI 109-18/19: Taylor - Review

Your ref:

Date: 9 November 2018

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Email: Mr Richard Taylor

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Dear Mr Taylor

### **Freedom of Information Act Request: Ref FOI 109-18/19: Internal Review**

I am writing in response to your request for an Internal Review received on 3 October 2018 concerning the response to a Freedom of Information request (ref FOI 109-18/19) sent on 20 August 2018.

### **Original Request**

The following request for information was received on 23 July 2018.

*Could you please release the current STP Board future agenda planner?*

### **C&P CCG's Response**

The following response sent on behalf of the STP was sent to you on 20 August 2018.

*I can confirm that as at the date of your request this information is not held. The STP Board has not established a forward agenda planner at this time, however as the Board builds momentum a forward planner will be developed and be published alongside the meeting papers.*

### **Request for Review**

A request to review the response was received by e-mail - sent to the C&P Sustainability & Transformation Programme e-mail address on 3 October. This was forwarded on to C&P CCG Freedom of Information in-box on 10 October 2018. Acknowledgement of your request for review was e-mailed to you on 10 October 2018. The request for review made was as follows:

*I would like to request an internal review into the response to my Freedom of Information request for the: "current STP Board future agenda planner." The response was that the information is not held and "The STP Board has not established a forward agenda planner at this time".*

*I would like the review to consider that the latest published STP board minutes as of the time of the request were from January 2018 and they recorded in item 7: "It was agreed to refresh the STP Board future agenda planner following the STP Board discussion."*

<https://www.fitforfuture.org.uk/wp-content/uploads/2018/07/STP-Board-Minutes-25.01.2018.pdf>

*Even if the STP no-longer has a "Board future agenda planner" I would expect that term to describe the information being sought even if the current document has a different name. I would like the review to consider if appropriate advice and assistance has been provided in respect of the request.*

The review has been overseen by Rob Murphy Acting Director for Planned and Primary Care, who has had no previous involvement in this FOI request. This is in line with the Information Commissioner's Office guidance for carrying out internal reviews by public bodies.

## **Review**

Following liaison with the STP System Delivery Unit (STP) it has been established that as at January 2018, the STP Board papers did include a future agenda planner. However, this only went up to July 2018 and its use had been discontinued by the date at which the FOI request was received. In effect the planner was obsolete and therefore not considered pertinent to the scope of the request made.

It has also been determined during the review that a proposed new forward agenda planner had been drafted in May 2018, which it was intended would cover the remainder of the 2018/19 Financial Year. However, it was subsequently decided not to pursue this. Indeed, the draft was never presented to the STP Board. Again, as the development of this agenda planner had been discontinued it was not considered to be relevant to the request. Other than the two examples described above no other agenda planner relevant to the STP Board has been produced.

For your information the Interim STP Accountable Officer, Roland Sinker, proposed at the STP Board meeting in September the adoption of a standing agenda for future meetings, which in effect will replace the need for the development of a separate agenda planner. It is intended that this approach will be adopted moving forward. *For your information the draft agenda template to be adopted for future meetings of the Board accompanies this response letter.*

## **Conclusion**

In view of the above, I have concluded that the original response to the Freedom of Information request was correct on the basis that versions of STP Board agenda planners produced and held as described above, were at the date of the request obsolete and could not be considered to be current. However, in terms of providing advice and assistance I do consider it would have been beneficial if the context around the response made had been clearly explained. I also find that in the interest of openness and transparency it would have been helpful, although not specifically required given the scope of the request made, to have released the 'historical' agenda planners, stipulating that they were no longer in use or relevant to the current work of the Board. Therefore, for information copies of these two documents now accompany this response letter.

I hope you are satisfied with the outcome of this review. If not, you do have the option of referring the matter to the Information Commissioner for consideration. You can contact the ICO in writing at the following address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely



**Rob Murphy**  
**Acting Director - Planned and Primary Care**