

2 January 2025

Our Ref: FOI 403

Dear

**Freedom of Information Act 2000
Information in Relation to Moving the Procure Department.**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above, which you requested on 29 November 2024. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance of this matter.

A response to the question you have raised has been provided by the Planning Performance & Informatics Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**Caroline Degans
Information Governance Officer**

Q1. *I would like to request a copy of all meeting notes, plans, and e-mails relating to the planned change of moving the Procure Department from under the Performance Improvement Directorate to the Finance Directorate*

A1. There have been no meeting notes, plans or emails relating to formal plans to move the Procure Department from under the Planning Performance & Informatics and Finance & Estates Directorates. However, at the earliest opportunity the relevant staff were made aware of verbal discussions, which had taken place between senior staff in both the Planning Performance & Informatics and Finance & Estates Directorates. Please see Attachment 1.