



3 December 2024

Our Ref: FOI 309

Dear

**Freedom of Information Act 2000
Information in relation to Meetings within the Regional Cleft Lip Palate Team**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 23 October 2024. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance.

A response to the question raised has been provided by the Surgery & Elective, Maternity & Paediatric Services 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

Rebecca Manning
Information Governance Officer

Q1. *I would like to access the minutes of all meetings held between the Regional Cleft Lip and Palate Team (based between Belfast and SE trusts) and Health Commissioners during the time period Jan 2024 until the present day.*

A1. The Regional Cleft Lip and Palate team meetings are chaired by the Belfast Health & Social Care Trust (Belfast Trust) and it is the Belfast Trust who record the minutes of the meetings. If you wish to pursue your request please contact the Belfast Trust on publicliaison@belfasttrust.hscni.net