

Information Governance

27 September 2016

Our Ref: RFI 18071

Dear

Freedom of Information Act 2000 – Annual Reports and Strategies relating to Corporate Information, Information Technology Department, Estates Department and Facilities Management Department

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 9 August 2016.

A response to each of the questions raised is attached in a separate document.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

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

L McAree (Miss)
Head of Information Governance &
Directorate Support

Enc

1. *Corporate*
 - a. *Annual Report 2015-16 (May not be available as yet but should be towards the end of June)*
 - b. *Financial Strategy 2016 Update/Version*
 - c. *Annual, Strategic, Operational Plan 2016 Update/Version -*
 - d. *Capital Programme 2016 Update/Version -*

A1.

- a. The Trust's Annual Report is not available to the public until after the Annual General Meeting which is due to take place on 5 October 2016.
- b. The Trust's Financial Strategy is currently in draft, therefore the Trust is unable to provide a copy at this stage.
- c. The Trust Corporate Plan and Addendum 2016 are attached.
- d. The Capital Programme 2016 is attached.

Please note the Trust's Capital Development Plan is with the Department of Health for approval, and therefore the Trust is unable to release at this time.

2. *Information Technology*

- a. *IM&T, IS, ICT Strategy 2016 (Not Clinical Strategy)*
- b. *IM&T, IS, ICT Business/Departmental Plan 2016 Update/Version*
- c. *IM&T, IS, ICT Organogram*

A2.

- a. A copy of the Department of Health, eHealth and Care Strategy for Northern Ireland is attached. This covers IS and ICT.
- b. A copy of the IS and ICT Departments Management Plan 2016-2017 is attached.
- c. A copy of the IS and ICT Departments Structure 2016 is attached.

3. *Estates and Facilities Management*

- a. *Estates and Facilities Management Strategy 2016 Update/Version*
- b. *Estates and Facilities Business/Departmental Plan 2016 Update/Version*
- c. *Estates and Facilities Management Organogram*

A3.

- a&b. A copy of the Property Asset Management Plan 2015/2016 – 2020/2021 is attached.
- c. A copy of the Estate Management Structure is attached.

4. *Waste and Environmental Services*

- a. *Waste Management Strategy 2016 Update/Version*

- b. *Waste and Environmental Services Business/Departmental Plan*
- c. *Waste and Environmental Services Organogram*

4.

- a&b. A copy of the Environment Sub Report in respect of Clinical Waste and Non-Clinical Waste 2014/2015 is attached.
- c. Please refer to the Estate Management Structure attached.