

19 December 2023

**Our Ref:** RFI 55373

Dear

**Freedom of Information Act 2000  
Information in Relation to Personal and Public Involvement Annual Reports**

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 11 December 2023.

A response to each of the questions raised has been provided by the AHP, Nursing, Midwifery and User Experience 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](mailto: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

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**Robyn Watterson**  
**Information Governance Officer**

**Q1. *The Library at Queens currently adds your official documents to our Northern Ireland Official Publications Archive. This request relates to Personal and Public Involvement Annual Report copies of which we have successfully obtained from your website, up to 2018/19. Can you confirm if any other reports have been published since? If so, we would be grateful if you could provide us with pdf format?***

A1. Please see Attachment 1 and Attachment 2 for pdf copies of the 2019/2020 and 2021/2022 Personal and Public Involvement Annual Reports.

Please note, the 2020/2021 report was hindered by Covid and that the 2022/2023 report is awaiting board approval.