



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 25 July 2019

Re: Freedom of Information Request
Ref: 203- 2019

Thank you for your email dated 23rd July 2019 requesting information in relation to the risk registers from all inpatient mental health facilities under our Trust.

The information that you require is as follows:

Under the Freedom of Information Act (2000), I would like to see the risk registers from all inpatient mental health facilities under your Trust. As I understand it, the risk register can refer to the risk assessment for the ward/facility. It can also refer to the staffing level requirements.

The information I am looking for is: the staffing levels, ie the number of staff required per shift and the number of staff who were actually present for the shift.

However, I would prefer to have the entire document(s), particularly if this is quicker for you.

If not already included in the risk registers, then please could you find for me the staff requirements (i.e. how many staff should be on duty and which type of staff) for each shift, and the number and type of staff who were actually present on each shift.

By 'type of staff' I mean the role of each staff member: eg support worker, mental health nurse, etc.

The dates for which I would like the information are:

June, December 1990;
June, December 1995;
June, December 1998;
January, June, December 2000;
January, June, December 2003;
January, June, December 2005;

**January, June, December 2007;
January, June, September, December 2010;
January, June, September, December 2013;
All of 2014-2019**

I can confirm that our Trust does not hold any information in this regard. Our Trust is a tertiary specialist cancer treatment centre and not an inpatient mental health facility. Therefore, the information you have requested is not applicable to our Trust in this instance.

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>