



Ref: FOIA Reference 2018/19-368

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 5th October 2018

Tel: 01782 676474
Email FOI@uhn.nhs.uk

Dear

I am writing in response to your email dated 19th September 2018 (received into our office 20th September) requesting information under the Freedom of Information Act (2000) regarding records management expenditure.

On 20th September 2018 we contacted you via email as we required clarification on whether you were referring to internal or external transfers of documents.

On 21st September 2018 you replied via email the following:
"Thanks for coming back to me on this, please provide information on both"

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 This request concerns records management expenditure at your healthcare authority.

- 1) Please state the:**
 - a) Number of fax machines purchased**
 - b) Total spend on fax machines**

By your authority in each of the following financial years

- i) 2013/14**
- ii) 2014/15**
- iii) 2015/16**
- iv) 2016/17**
- v) 2017/18**
- vi) 2018/19 to 19.09.18**

A1 We do not have traditional fax machines in health records management. If we need to send anything to external addresses these are sent as a secure email via the Multi-functional devices or hard copy photocopies.

Q2 Please state the amount spent by your records department on transferring paper records in each of the following financial years

i) 2013/14

ii) 2014/15

iii) 2015/16

iv) 2016/17

v) 2017/18

vi) 2018/19 to 19.09.18

A2 Please see below; however please note these vehicles are predominately dedicated to internal transfer of records across the Royal Stoke site and to and from County.

		Vehicle 1	Driver vehicle 1 Includes on costs 1 driver	Transport Vehicle 2 and 3	Drivers Vehicle 2 and 3 2 drivers	Bulk transfer of notes for clinics and Transfer of notes between County and RSUH (not held for County run before Nov 2014)	Bulk Driver 1 Driver
i	2013/2014	£3066	£19021	£6132	£38042	This is part of a wider budget and we are unable to split this out.	£19021
ii	2014/2015	£3066	£19021	£6132	£38042		£38042
iii	2015/2016	£3066	£19021	£6132	£38042		£38042
iv	2016/2017	£3066	£19021	£6132	£38042		£38042
v	2017/2018	£3066	£19021	£6132	£38042		£38042
vi	2018/ to 19/09/18	No vehicle used	No vehicle used	£3066 (up to end of Sept)	£20,952 (up to end of Sept – includes pay rise)		£20,952 (up to end of Sept) Includes pay rise

Q3 Please state the amount spent by your records department on couriers to transfer physical records in each of the following financial years.

- i) 2013/14**
- ii) 2014/15**
- iii) 2015/16**
- iv) 2016/17**
- v) 2017/18**
- vi) 2018/19 to 19.09.18**

A3 As answer 2.

Q4 Please state the amount spent by your records department on taxis or private hire vehicles to transfer physical records in each of the following financial years.

- i) 2013/14**
- ii) 2014/15**
- iii) 2015/16**
- iv) 2016/17**
- v) 2017/18**
- vi) 2018/19 to 19.09.18**

A4 Please see below:

- i) 2013/14 – information not held**
- ii) 2014/15 = £1,774**
- iii) 2015/16 = £2,177**
- iv) 2016/17 = £1,695**
- v) 2017/18 = £1,458**
- vi) 2018/19 to 19.09.18 = £309**

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Leah Carlisle
Deputy Head of Quality, Safety & Compliance