

Freedom of Information Request

Reference Number: EPUT.FOI.20.1397
Date Received: 13 January 2020

Information Requested:

Further to our recent email correspondence I would like to request copies of any policies or protocols you may have on, or which you feel are relevant to, the following:

1. Cancellation of appointments, i.e. if a Doctor is unwell and his/her appointments must be cancelled and the patients informed. Not when patient cancels.
 2. Policies outlining how work must be allocated following a sudden departure of a member of staff.
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Response:

The Trust does not have a specific Policy or guidelines that cover the attached. This is normally dealt with at an Operational level.

However all of the Trusts Policies are currently on its Website at the following link if you would like to review them: <https://eput.nhs.uk/publication-category/class-5-our-policies-and-procedures/>

The Trust has therefore applied Section 21 (Information accessible to applicant by other means).

Applied exemption:

Section 21: Information accessible to applicant by other means.

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

(2) For the purposes of subsection (1)—

(a) information may be reasonably accessible to the applicant even though it is accessible only on payment, and

(b) information is to be taken to be reasonably accessible to the applicant if it is information which the public authority or any other person is obliged by or under any enactment to communicate (otherwise than by making the information available for inspection) to members of the public on request, whether free of charge or on payment.

(3) For the purposes of subsection (1), information which is held by a public authority and does not fall within subsection (2)(b) is not to be regarded as reasonably accessible to the applicant merely because the information is available from the public authority itself on request, unless the information is made available in accordance with the authority's publication scheme and any payment required is specified in, or determined in accordance with, the scheme.

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>