

Our Ref: NG/RM/24196
Date: 1st July 2024

Nicola Griffiths
Deputy Director of Governance
North Staffordshire Combined Healthcare NHS Trust
Lawton House
Bellringer Road
Trentham
ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 5th June 2024. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

1. Does the Trust have an electronic document management (EDMS) system, if so what is the current system? **Yes, Ccube Solutions system.**
2. If not, does the Trust have any plans on implementing an EDMS? **N/A**
3. When does the contract end for the current EDMS system? **31/03/2025**
4. How was the EDMS procured, i.e., via framework and if so, which one?
Procurement is outsourced and provided by University Hospital of North Midlands (UHNM) <https://www.uhnm.nhs.uk/>
5. Does the Trust have an EPR? If so what system is in place? **Yes, Lorenzo**
6. When does the contract end for the EPR system? **01/07/2027**
7. Does the Trust have an on-site / in-house health records library? If so, is the library managed by Trust employees? **Yes, managed by Trust employees.**
8. What capacity/ size is the on-site facility (m2)? **2000 M2**
9. Does the Trust lease the building in which the patient records are stored, in-house? Or is the building owned by the Trust? **Leased**
10. If the building is leased, when is the lease due for renewal?
Lease is currently in the process of renewal for a term of 5 years.

11. How many Trust WTE are responsible for managing medical records? **2 WTE**
12. How many patient records does the Trust hold within the records library? **Approx. 18000**
13. If the Trust also has an off-site/third party arrangement with a storage provider, how many records are stored within the third-party (boxes or files)? **N/A**
14. Who is the Trust's off-site/ third party supplier? **N/A**
15. On average, how many retrievals (boxes or files) are there annually? **N/A**
16. What is the Trust's annual budget for records management (includes pay, non-pay)?
£129k (includes pay and non-pay)
17. How many subject access requests does the Trust receive monthly?
Mental Health Approx 55
Primary Care Directorate Approx 55.
18. How many WTE manage the SARs process?
Mental Health 1 WTE
Primary Care 3.31 WTE
19. How many clinical appointments does the Trust average each day/ week/ month?
Total attended appointments 246,733
Average of 4,745 per week

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review of the management of your request. 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: Dr Buki Adeyemo, Chief Executive, North Staffordshire Combined Healthcare Trust, Trust Headquarters, Lawton House, Bellringer Road, Trentham, ST4 8HH. If you are not content with the outcome of the internal 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.

Yours sincerely



Nicola Griffiths
Deputy Director of Governance



Chair: Janet Dawson
Chief Executive: Dr Buki Adeyemo
www.combined.nhs.uk

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