

**Gemma Draper**

**Information Governance**  
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Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

18 October 2018  
Reference no. 18190238

Dear Gemma Draper,

**Request for Information: Freedom of Information Act**

Thank you for your email of 23 September making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request:**

Under The Freedom of Information (FOI) Act 2000 I would like to request some specific information about the structure, qualifications and management of your Estates and Facilities. I attach for ease of completion a spreadsheet detailing the required questions and example answers. I would appreciate a completed spreadsheet, along with the relevant organograms and policies returned to me by email at the soonest opportunity but no later than 19th October 2018, in line with the 20 working days defined in the Act.

**Response:**

Please find the information requested in the two documents attached.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FOI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance