Ref No:  047
14 July 2017

Dear

Further to your request for information dated 19 June 2017 in relation to details of minutes and meetings in relation to the Wheelchair Service.

Please accept my apologies that this response has come to you so late. I can confirm that NHS Dartford Gravesham and Swanley Clinical Commissioning Group holds some if not all of the information specified above; however we have estimated that it will cost more than the appropriate limit to consider your request. The appropriate limit is specified in the Freedom of Information Act (2000) and is set at £450 for 18 staff hours. This represents the estimated cost of determining whether NHS Dartford Gravesham and Swanley Clinical Commissioning Group holds the information, and locating, retrieving and extracting and redacting the information. Consequently, NHS Dartford Gravesham and Swanley Clinical Commissioning Group is not obliged under Section 12 of the Act to respond to your request and we will not be processing your request further.

If you would like to either change or narrow the scope of your request, NHS Dartford Gravesham and Swanley Clinical Commissioning Group may be able to provide the information free of charge, because it would cost less than the appropriate limit to do so. Any reformulated request we receive will be treated as a fresh FOI request. Should you require any assistance with narrowing and submitting your request, please contact Mary Valentine, Business Co-Ordinator, on 03000 424901 or by email mary.valentine1@nhs.net. Alternatively, you can resubmit your refined request in writing to the address above.
If you have any queries or concerns please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service that 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 Complaints. NHS Dartford Gravesham and Swanley Clinical Commissioning Group 2nd Floor Gravesham Civic Centre Gravesend Kent DA12 1AU or email at dgsccg.complaints@nhs.net

If you are not content with the outcome of your complaint or review, you may apply to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Clinical Commissioning Group. The Information Commissioner can be contacted at:

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF
Telephone: 08456 306060 or 01625 54 57 45
www.ico.gov.uk

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