

**Information Governance**

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23 April 2024

**Our reference: FOI DA5286**

I am responding to your request for information received 23 March 2024. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,



Keshia Harvey  
Senior Information Governance Manager - Compliance

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

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

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

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We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.  
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**Interim Chief Executive Officer:** Lorraine Sunduza  
**Chair:** Eileen Taylor

**Request:** Under the Freedom of Information Act 2000, I am writing to request specific details about the structure and operational makeup of your acute mental health bed management and discharge team within your organisation for working age adults and older adults.

Please provide the following information:

**Question 1:** Number of acute beds covered, number of locations those beds are across, and clarification if this includes working age and older adults and breakdown.

**Answer:** Please see table below:

Number of acute beds	Number of locations	Working age or older adults
385	6	Working age
82	4	Older adults

**Question 2:** Team Structure of Bed Management and Discharge team: Breakdown of job roles and responsibilities, including banding, WTE establishment and the hours covered.

**Answer:** Please see table below:

Team	Role	Band	WTE	Hours
Community Health Bedfordshire - Discharge Planning	Community Nurse	Band 6	0.8	30
	Officer	Band 5	1	37.5
	Community Nurse	Band 6	0.72	27
	Community Nurse	Band 6	1	37.5
	Community Nurse	Band 6	0.8	30
Community Health Bedfordshire Int Discharge Hub	Officer	Band 5	1	37.5
	Community Nurse	Band 7	1	37.5
	Officer	Band 5	1	37.5
	Assistant Practitioner Nursing	Band 4	1	37.5
	Assistant Practitioner Nursing	Band 4	1	37.5
	Assistant Practitioner Nursing	Band 4	1	37.5
	Assistant Practitioner Nursing	Band 4	1	37.5
	Community Nurse	Band 7	1	37.5
	Community Nurse	Band 6	0.6	22.5
	Assistant Practitioner Nursing	Band 4	1	37.5
	Community Nurse	Band 6	0.6	22.5
City and Hackney AMH Discharge Facilitation	Social Worker	Band 7	1	37.5
Community Health Tower Hamlets Admission Avoidance Discharge Service	Sister or Charge Nurse	Band 7	1	37.5
	Assistant	Band 4	1	37.5
	Physiotherapist	Band 6	1	37.5



Team	Role	Band	WTE	Hours
	Physiotherapist	Band 7	1	37.5
	Health Care Support Worker	Band 3	1	37.5
	Assistant	Band 4	1	37.5
	Assistant	Band 4	1	37.5
	Physiotherapist	Band 5	1	37.5
	Health Care Support Worker	band 3	1	37.5
Luton Discharge HUB	Assistant or Associate Practitioner	Band 4	1	37.5
	Social Worker	Band 7	1	37.5
	Health Care Support Worker	Band 3	1	37.5
	Social Worker	Band 7	1	37.5
	Social Worker	Band 7	1	37.5
Community Health Newham C-Integrated Discharge Hub	Officer	Band 6	1	37.5
	Nurse Manager	Band 7	1	37.5
	Officer	Band 6	1	37.5
	Specialist Nurse Practitioner	Band 7	0.8	30
	Officer	Band 4	1	37.5
	Officer	Band 4	1	37.5
	Officer	Band 4	1	37.5
	Staff Nurse	Band 6	1	37.5
	Officer	Band 4	1	37.5
Newham AMH Integrated Discharge Team	Social Worker	Band 7	1	37.5

**Question 3: If possible please provide information on operational Procedures: Overview of admission processes, bed allocation protocols, and discharge planning methodologies**

Answer: The Trust has reviewed question 3 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:  
*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

Overview of admission processes: policy item 4.0-6.9

Bed allocation protocol: policy item 7.0-8.7

Discharge planning methodologies: policy 10.0 and 16.0-17.6.3

<https://www.elft.nhs.uk/sites/default/files/2024-03/Admissions%20Transfers%20and%20Discharges%20Policy%201.5.docx>



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**Question 4: If possible please provide information on workload distribution: Data on workload and caseload distribution among team members, including average workload per member and relevant performance metrics.**

**Answer:** The Trust has reviewed question 4 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not record the information requested and is therefore unable to provide a response.



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