



East London
NHS Foundation Trust
Information Governance
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30 October 2024

Our reference: FOI DA5659

I am responding to your request for information received 17 October 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,

Information Rights Coordinator

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

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We care . We respect . We are inclusive

Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request:

Question 1: In respect of the ELFT Staff Awards Ceremony for the years of 2023 and 2024. Please provide me with the total cost for each of the ceremonies, for each of the years.

Answer: Please see table below:

Year	Spend for ELFT Staff Awards Ceremony
2023	£68,020.61 + VAT
2024	£50,242.26 + VAT

Question 2: Please provide me with a breakdown of the costs, for each of the years. Appreciating that this may be challenging, as a minimum, please provide me with the cost of the following, for each of the years:

- a) Venue hire.
- b) Cost of any accommodation; Hotel, AirBnB, or other for the purposes of accommodating employees in association with the award ceremony.
- c) Cost of transport; to be broken down into the costs of private vehicle, public transport and private hire and hackney carriage.
- d) Entertainment.
- e) Drinks; to include a specific cost of alcohol,
- f) Food
- g) Employment costs of ELFT employees, for the purposes of attending and, or contributing to the ceremony, limited to the period 19/09/2024 to 31/10/2024 for 2024, and for the same period for the 2023 (Four weeks to the date of the ceremony and two weeks subsequent; a total of a 6 week period).
- h) The cost of the awards gifted.
- i) The cost of the frames, for the purposes of certificates received.

Answer: Please see table below:

Breakdown of costs for ELFT Staff Awards Ceremony	2023	2024
Venue Hire -	£17,351.25 + VAT £1583.60 + VAT – Troxy additional costs i.e. chair removal crew, live stream, lecterns, Lapels	£17,351.25 + VAT £3053.00 + VAT – Troxy Additional costs i.e. chair removal crew, live stream with captions, lecterns, lapels and stage lift for accessibility access.
Cost of any accommodation; Hotel, AirBnB, or other for the purposes of accommodating employees in association with the award ceremony.	Not applicable	Not applicable
Cost of transport; to be broken down into the costs of private vehicle, public transport and	£1379.00 - Coach hire for staff based at Charter House & Florence Ball	£1379.00 - Coach hire for staff based at Charter House & Florence Ball



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Breakdown of costs for ELFT Staff Awards Ceremony	2023	2024
private hire and hackney carriage.	House in Luton & Bedfordshire £4367.45 – Train fare for staff travelling from Luton & Bedfordshire	House in Luton & Bedfordshire Train tickets for 2024 are still to be confirmed as we have not received this data yet.
Entertainment.	£750.00 – DJ £1215.00 - Photobooth	£750.00 – DJ £1447.50 – Photobooth
Drinks; to include a specific cost of alcohol,	£500.00 – for unlimited soft drinks.	£0.00
Food	£34,300.00 + VAT	£23,130.00 + VAT
Employment costs of ELFT employees, for the purposes of attending and, or contributing to the ceremony, limited to the period 19/09/2024 to 31/10/2024 for 2024, and for the same period for the 2023 (Four weeks to the date of the ceremony and two weeks subsequent; a total of a 6 week period).	The event is led by the People & Culture team and the Communication team so no additional costs are applied for carrying out work for this event, it is carried out during normal contracted hours. No additional payment is made to any employees for working on the night of the event.	
The cost of the awards gifted.	£923.31 – trophies £4100.00 – gift vouchers for winners	£968.81 – Trophies (no gift vouchers were applied to winners this year)
The cost of the frames, for the purposes of certificates received.	£52.90	£49.96



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