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Our Ref: 137
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King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

25th July 2024

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference: Formal
Complaints

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do/do not hold the/some of the information you have requested. A response to each part of your request is provided below.

Home, Community, Hospital.

Patient Experience Team
01623 672222
sfh-tr.pet@nhs.net



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be a smoke-free
site

Chair Claire Ward
Chief Executive Paul Robinson

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. Number of formal complaints received between 1/4/23 and 31/3/24	311			
2. Average number of complaints per full time case officer/complaints officer (or whatever the equivalent title in your Trust).	30-40			
2a. How many letter of responses were sent out in 1/4/23 and 31/3/24?	313			
2b. Of these how many were sent out within 30 days of receipt of complaint	<p>SFH respond to complaints within an agreed timescale between 25 and 60 working days depending on the complexity. During this period we responded to 117 complaints within the set timeframe.</p> <p>Of the complaints identified for a 30 working day response timeframe, 38 were responded to within the agreed working day timeframe.</p>			
3. A copy of your complaints procedure		Yes	Section 21	Section 21 exempts information that is reasonably accessible to you by other means. The information you require is available here: https://www.sfh-tr.nhs.uk/media/16026/g-ccp-complaints-policy-v6-apr-23.pdf

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. 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: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.