

23 July 2021

Information Rights & Compliance Team
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Our Ref: FOI/04043

Thank you for your request concerning Ward admissions and leave.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

I would like to request, under the freedom of information act, the following information for mental health services in Hertfordshire Partnership University NHS Foundation Trust.

Please could you provide the data as a total for all wards as well as for

- **Child and Adolescent Mental Health Wards**
- **Adult Mental Health Wards**
- **Learning Disabilities Wards**
- **Older People's Mental Health Wards**

Please could you provide the data in a monthly breakdown for the following years:

01 January 2018 to 31 December 2018; 01 January 2019 to 31 December 2019; 01 January 2020 to 31 December 2020; 01 January 2021 to latest available data.

- 1. The total number of inpatients in your mental health wards.**

Please see attached spreadsheet.

We have provided overall numbers for services because if broken down by wards inpatient numbers of 5 or less are considered sufficiently small enough to be potentially identifiable data.

- 2. The total number of leave of absences, broken down into escorted and unescorted.**

Our Electronic Patient Recording (EPR) does not capture this information in a reportable format; escorted and unescorted leave is recorded manually on a paper form. In order for us to provide this information would involve going through every single service users EPR to extract the number of leave of absences and to do this would invoke Section 12 - Cost of compliance exceeds the appropriate limit.

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request. If you can identify any ways that my request could be refined, I would be grateful for any further advice and assistance.



Under Section 16 – Duty to provide advice and assistance; I can advise that there is no way to refine this request for leave of absence due to the way the information is recorded.

3. The total number of home leaves.

Please see attached spreadsheet.

Due to the small numbers of some home leave we have applied Exemption Section 40(2). This is because entries of 5 or less are considered sufficiently small enough to be potentially identifiable data. On this basis, this information is exempt from the duty to publish.

CAVEAT: The number of home leave recorded may be incomplete or inaccurate due to this information not always being recorded in a reportable manner. Under the FOIA the right of access is to the information which is held, not information which is accurate.

4. The total number of trial leaves.

This information is not recorded in a reportable format. Please see explanation given under question 2.

Again under Section 16 – Duty to provide advice and assistance; I can advise that there is no way to refine this request for trial leave due to the way the information is recorded.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

