

17 August 2021

Information Rights & Compliance Team  
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Our Ref: FOI/03821

Thank you for your request concerning Hill End Adolescent Unit.

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

**I would like to be provided with the following information relating to Hill End Adolescent Unit:**

- 1. Reports relating to any formal inspections which were carried out at the unit.**
- 2. Any records relating to the therapy methods which were used at the unit including any information regarding any safeguarding issues and concerns which were raised during that time.**
- 3. Any information relating to the use of sedative medications, this should include any record of training provided to the staff in relation to the administration of medication (sedation) and information of the level of qualification needed by a health care professional to administer sedatives intravenously.**
- 4. Any record of training provided to staff regarding restraint techniques**
- 5. Any guidelines which were in force at the time, including some guidance on the standards which were set by government for the use of sedation on young people, including dosage, frequency and right to refuse treatment by patients who were not formally sectioned under the mental health act.**
- 6. Lastly, details of any internal or independent investigations carried out following complaints from former patients or other health and social care authorities (this does not need to include Operation Meadow)**

**Although eventually I will probably wish to access ALL publicly available information relevant to Hill End Adolescent Unit, Hertfordshire, for the entire time this was open and functioning. (1969-1996) in this first instance please can you provide this information for the period 1977-1984.**

We no longer hold this information<sup>1</sup>.

We follow the Information Governance Alliance - Records Management Code of Practice for Health & Social Care 2016 and under this guidance Policies, Strategies and operating procedures including Business Plans are to be kept from creation to the life of organisation plus 6 years.

The Hill End Adolescent Unit closed in 1996 and the Horizon Trust ceased in 2001.

To establish if we hold this information I checked our databases and made enquires with our off-site document storage companies.

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<sup>1</sup> Section 1(1) 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 him.

- Restore Document Storage Company
- Hertfordshire Archives
- National Archives

All of which showed there were no archived corporate policies available for this unit.

Please be advised that the FOIA does not oblige a public authority to create information to answer a request if the requested information is not held or exist. The FOIA duty is to only provide the recorded information held.

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](#).

