



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Tel: 0300 123 0999
www.secamb.nhs.uk

29th May 2026
Internal Reference: 260355
Email:

Dear ,

Thank you for your request for information, which we received on **25/03/2026**.
We have considered your request under the Freedom of Information Act 2000.
Please ensure you quote the Internal Reference number above in any future correspondence.

Please accept the Trust's apologies for the delay and inconvenience you have experienced regarding your FOIA request.

Your Request & our Formal Response

1. Your organisation's internal business case template (blank), and any current internal guides or best practice documents for staff on how to prepare or write a business case. Please include criteria, requirements, or assessment checklists if available.

Please find this enclosed in the email.

2. Any internal guides or standing instructions for your budgetary committee(s) on how business cases are to be assessed or reviewed, including any scoring methodologies, criteria, or objective assessment processes.

The Trust does not hold this information. The Trust does not have Budgetary Committees.



3. Your current procurement strategy template (blank), or any process documentation relating to the waiver process that may run alongside the business case.

We don't hold a procurement strategy template as the strategy will be dependent on the requirement and would be developed accordingly. The waiver template is attached.

4. Your organisation's standing financial instructions (SFIs), or equivalent document governing procurement thresholds and authorisation limits.

Section 21 of the Freedom of Information Act 2000 provides that information is exempt where it is reasonably accessible to the applicant by other means. The Trust's Standing Financial Instructions (including procurement thresholds and authorisation limits) are routinely published and are available on the Trust's public [website](#).

If you are unable to access the information via these routes, please let us know and we will provide a copy in an alternative format.

5. Your Data Protection Impact Assessment (DPIA) template (blank), and any supporting internal guides for staff on how to complete a DPIA.

Please find attached, short form DPIA, DPIA and standard DPIA templates. Guidance in relation to DPIAs is available to view within our internal intranet 'the Zone'.

6. A single example of a business case for a project or solution involving digital technology or a digital supplier, approved by your organisation in the last 18 months. Please redact or remove any information that is commercially sensitive or personal data as required by law. If your organisation has not approved any such business case in this period, please provide an example from the last 18 months for a project or solution involving an external supplier (not involving digital technology). If neither are available, please confirm this.

Please find this enclosed within the email.

Next steps

Some information held by the Trust is routinely published on our [website](#) and may be of assistance.

If you are dissatisfied with the Trust's response to your request, you have the right to ask for an internal review.

Requests for an internal review should be submitted within **40 working days** of the date of this response and should be sent to:

Richard Banks, Head of Corporate Governance at FOI@secamb.nhs.uk

The internal review will be conducted by an individual who was not directly involved in handling your original request, ordinarily the Trust's Data Protection Officer. We aim to complete internal reviews within **20 working days** of receipt.

If you remain dissatisfied following the outcome of the internal review, you may complain to the Information Commissioner's Office (ICO). The ICO generally expects complaints to be raised promptly following the completion of an internal review.

The easiest way to raise a complaint is via the ICO's website:

www.ico.org.uk/foicomplaints

Alternatively, you may write to:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Yours sincerely,

Corporate Governance Team

South East Coast Ambulance Service NHS Foundation Trust



Saving Lives,
Serving Our Communities

Chair: Michael Whitehouse CEO: Simon Weldon