



Trust Headquarters
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West Sussex
RH10 9BG

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31st July 2026
Internal Reference: 260647
Email:

Dear ,

Thank you for your request for information, which we received on **23/06/2026**.
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 and our Formal Response

I am writing to request the following information under the Freedom of Information Act 2000 relating to the dismantling and removal of the portable cabins at Gatwick MRC/HART as referenced in FOI response 260530.

Please provide:

1. The date on which SECamb first received:
 - a. The risk assessments referred to in FOI response 260530.

7th February 2026

- b. Any method statements relating to the works.
 - c. The survey report relating to dismantling the upper cabin.
 - d. The proposal from Ed Cole Electrical to remove the cabins.



The Trust does not hold a survey report relating to dismantling the upper cabin. The Trust has also not identified a separate Ed Cole Electrical proposal document. Please find the risk assessment and proposal attached to this response.

2. The dates on which:

- a. The proposal was approved.

21st January 2026

- b. Removal of the cabins was authorised.

21st January 2026

- c. The cabins were removed from site.

The deadline for removal and clearance was 13th February 2026

3. Copies of:

- a. Any approval records.

Please refer to the supplied redacted email records attached.

- b. Asset disposal records.

The Trust does not hold this information.

- c. Asset transfer records.

Please refer to the supplied letter and Risk Assessment attached.

- d. Decision records.

Please refer to the supplied redacted email records attached.

- e. Governance records relating to the transfer of ownership of the cabins.

The Trust does not hold this information.

In response to 3b and 3c, please refer to the Asset Disposal and Handover of Cabins – Transfer of Risk and Liability attached to the response letter.

4. Details of:





- a. Any declaration of interest made in relation to Ed Cole Electrical.

The Trust does not hold this information.

- b. Any conflict-of-interest assessment undertaken.

The trust does not hold this information.

- c. Any procurement, estates, governance or finance review relating to the arrangement.

As this cost was within the Trust's Standing Financial Instructions (SFIs), a formal procurement review was not required, and no separate procurement records are held.

5. Please provide:

- a. The dates on which the risk assessments, method statements and survey report were uploaded to Trust systems.

Please refer to the attached supporting document.

- b. Any document version history held by the Trust.

Please refer to the attached supporting document.

- c. Any document control records associated with those documents.

The Trust does not hold this information.

6. Copies of emails or correspondence (with personal data redacted where necessary) that:

- a. Transmitted the proposal from Ed Cole Electrical.
- b. Approved the proposal.
- c. Approved the transfer of ownership of the cabins.
- d. Approved the dismantling and removal works.

Please refer to the attached supporting document.

I am not seeking personal data or commercially sensitive pricing information and am content for such information to be redacted where necessary.





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

