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9th November 2015

Email:

Dear

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/15/10/13.

You requested the following information:

**I have concerns about Rushmoor and Surrey Heath Community First Responders and am requesting the following information:**

**1) Who is in charge of this team?**

Rushmoor & Surrey Heath comprises a number of individual Community First Responder teams. They are Ash Vale, Aldershot, Farnborough, Camberley and Deepcut. We are withholding the senior team leader's name on the basis of the exemption within s40(2) Data Protection. This exemption covers the personal data of third parties.

**2) A copy of the last year's accounts**

Community First Responders can save money in the SECamb charitable account, and the Rushmoor team as at 31 March 2015 had £213.51 in their account.

**3) A copy of the expense sheet for the past 12 months**

The statement from our Finance department is below. We are not able to comment on any monies which may have been raised by the team and not deposited into the SECamb charitable fund.

|            |  |        |         |        |
|------------|--|--------|---------|--------|
| 01/04/2014 | Balance B/F as at 31st March 2014                  |        |         | 63.51  |
| 25/06/2014 | Chq from Rushmoor CFR                              | 841.75 |         | 905.26 |
| 28/08/2014 | Wel Medical Ltd - inv I205394 - for Rushmoor CFR   |        | -841.75 | 63.51  |
| 24/11/2014 | BMW Leasing for Rushmoor & Surrey Heath CFR scheme | 150.00 |         | 213.51 |
| 31/03/2015 | Balance as at 31st March 2015                      |        |         | 213.51 |

#### **4) If any member of the team has benefitted financially from his/her involvement in the team**

Community First Responders are able to claim mileage at the rate of 45p per mile for journeys travelled at the request of the Trust.

#### **5) The interview and enrolment process when joining.**

Prospective Community First Responders have to attend team meetings and be briefed on the following topics prior to submitting an application form.

- Recruitment process, including interviews, health clearance, references and Disclosure and Barring Service checks
- CFR scope of practice, including training courses
- Notifications, the types of incidents a CFR may attend, and the drugs which can be administered
- Equipment which can be carried by CFRs, how this should be stored and how the team places orders for replacements
- The times of the day and days of the week that additional cover is required for their team
- Welfare and support for CFRs
- Attendance at team meetings, participation in public events and fundraising

They then have an interview and once references, health checks and enhanced Disclosure & Barring Service checks are complete, are put forward for training.

#### **6) The "Terms and Conditions" which must be adhered to when carrying out duties.**

Our Volunteer Charter (attached) details the mutual expectations for the Trust and for our volunteer Community First Responders.

I hope you find this information helpful.

If, for whatever reason you are unhappy with our response, you are entitled to pursue any dissatisfaction through South East Coast Ambulance NHS Foundation Trust's (SECamb) Internal Review Procedure at:

South East Coast Ambulance Service NHS Foundation Trust  
40-42 Friars Walk  
Lewes  
East Sussex  
BN7 2XW  
Email: [complaints@secamb.nhs.uk](mailto:complaints@secamb.nhs.uk)

Should you remain unhappy with the outcome of any such internal review , you may request a decision from the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If I can be of further assistance to you, please do not hesitate to contact me, quoting the above reference number.

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust