

Hounslow and Richmond Community Healthcare

NHS Trust

21st May 2015

Ref: FOI 500

Thames House
180 High Street
Teddington
TW11 8HU

Tel: 020 8973 3000

foi@hrch.nhs.uk

Dear

Freedom of Information Request

Thank you for your information request dated 23rd April. Please find below the information you requested.

I have produced a questionnaire, with a series of questions and documentation requests across three worksheets, 'Project Management', 'Service Management' and 'National Systems & Frameworks', I would be very grateful if you could respond to these as thoroughly as possible in order to support my research. I have made every effort to construct and refine the questionnaire responsibly using ethical research guidance from the University of Northampton, and the University College London, 'Making Freedom of Information Requests – A Guide for Academic Researchers' (UCL, 2012).

[Please find the completed spreadsheet attached.](#)

Please note that this response will be published on our website under our Freedom of Information section. Personal names and addresses will be redacted.

The information provided is the property of Hounslow and Richmond Community Healthcare NHS Trust. If for any reason you wish to re-use the information provided for commercial purposes you must request our permission to do so. Should we agree that you can use the information it will be subject to the issue of a licence which may or may not involve a charge. If you have any queries about this process please contact me.

If you are dissatisfied with the way your request was handled, you should write to me at the address given above.

If you are not satisfied with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO

cannot make a decision unless you have exhausted the complaints procedure provided by Hounslow and Richmond Community Healthcare NHS Trust. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or 01625 545745.

Yours sincerely

A handwritten signature in black ink that reads "Siobhan Gregory". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Siobhan Gregory
Director of Quality and Clinical Excellence