

## 59939 Hospital Discharges to Care Homes

I hereby make a formal request under FOI for the following material during THE FULL PERIOD of the COVID pandemic:

All minutes relating to meetings concerning hospital to care home discharges.

Policy logs and decisions regarding such discharges, including who made any such decisions.

Documentation, instructions or any guidance or notes to staff relating to such discharges.

Any documentation or notes of guidance to the Partnership from the Scottish Government relating to hospital to care home discharges.

Any concerns raised by staff about such discharges.

Any risk register entries related in any way to such discharges.

Any documentation whatsoever which shows that material held by the trust concerning such discharges were destroyed prior to this request.

The total cost of complying with your request is approximately £2,895.

This sum has been calculated as follows:

The Health and Social Care Partnership Senior Management Team meet regularly to discuss strategy and operational matters. To provide minutes relating to hospital to care home discharges, the Council would be required to review all Health and Social Care Partnership Senior Management Team minutes since the beginning of the COVID-19 Pandemic to locate and extract any information falling within the scope of your request.

Additionally, there are approximately 286 records from Incident Management Meetings (which includes the Care Home Oversight Group) that took place during the COVID-19 Pandemic, which the Council would be required to review to locate and extract information falling within the scope of your request. There may also minutes from other meetings that took place that fall within the scope of your request including meetings of the Command Centre and Locality Incident Management Teams.

Additionally, it is noted that there are likely to be minutes relating to individual discharges from hospitals to care homes falling within the scope of your request. For example, internal reporting outlined that between March 2020 –August 2021 there were approximately 268 instances of discharge of service users from a hospital to a care home.

The Council does not hold a central record of minutes of any meetings that took place concerning individual hospital to care home discharges. Providing this information would require the Council to review individual records to locate and extract any information falling within the scope of your request.

Even with the difficulty of accurately estimating the total number of hours and the total costs of collating and retrieving such information, we have provided an approximate calculation below:

- Review of approximately 221 records documenting Health and Social Care Partnership Senior Management Team meetings over the relevant period. At an estimate of 15 minutes per file, the number of staff hours involved is 55 hours.
- Review of approximately 286 records documenting Incident Management Meetings over the relevant period. At an estimate of 15 minutes per file, the number of staff hours involved is 71 hours.
- Review of 268 files at an estimate of 15 minutes per file. Please note that this is a conservative estimate as it only relates to discharges between March 2020 – April 2021 rather than the whole COVID-19 Pandemic. As such, the number of staff hours involved is 67 hours.
- The total estimated staff hours are 193 hours.
- The total cost at a capped rate of £15 per hour for 193 hours is therefore £2,895.