

Our Reference North East and North Cumbria ICB\
FOI ICB 25–530

North East and North Cumbria ICB
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By Email

15 April 2026

Dear Applicant

Freedom of Information Act 2000 – Request for Information – NHS North East and North Cumbria Integrated Care Board (NENC ICB)

Thank you for your request received on 25 March 2026 for information held by NHS North East and North Cumbria Integrated Care Board (the ICB) under the provisions of the Freedom of Information Act 2000. The ICB covers the areas of County Durham, Newcastle Gateshead, North Cumbria, North Tyneside, Northumberland, South Tyneside, Sunderland, and Tees Valley.

Please find the information you requested on behalf of the ICB as follows.

Your Request

I would like to request the following information:

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.
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.
3. Your current procurement strategy template (blank), or any process documentation relating to the waiver process that may run alongside the business case.
4. Your organisation's standing financial instructions (SFIs), or equivalent document governing procurement thresholds and authorisation limits.
5. Your Data Protection Impact Assessment (DPIA) template (blank), and any supporting internal guides for staff on how to complete a DPIA.
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.

If any of the above information is not held, or only held for certain departments or areas, please provide what is available and indicate the applicable directorate/area. Please provide documents in a machine-readable format (such as PDF, DOCX, or XLSX) wherever possible.

If you believe responding to this request in full would exceed the FOIA cost limit, I would be grateful for advice and assistance as to how I might refine or reduce the scope to bring it within limit.

Our Response

1. We can confirm, as per Section 1(1) of the Freedom of Information Act 2000, the ICB holds some of the information you have requested. The Investment Business Case Policy is publicly available on the ICB website: [icbp048-investment-business-case-policy-2.pdf](#). In accordance with s.21 of the FOIA, we are not required to provide information in response to a request if it is reasonably accessible to you by other means.
2. The ICB does not hold internal guides or standing instructions for budgetary committee(s) on how business cases are to be assessed or reviewed.
3. The ICB's procurement policy is publicly available on the website: [icbp033-procurement-policy-4.pdf](#). In accordance with s.21 of the FOIA, we are not required to provide information in response to a request if it is reasonably accessible to you by other means
4. The ICB's standing financial instructions and governance handbook are available on the ICB website:

[Doc-5-nenc-icb-standing-financial-instructions-v3-0-governance-handbook.docx](#)
[Governance handbook North East and North Cumbria ICB.](#)

In accordance with s.21 of the FOIA, we are not required to provide information in response to a request if it is reasonably accessible to you by other means.

5. The ICB uses a DPIA template largely based on the NHS England universal DPIA template, with minor modifications. We also provide staff with a Standard Operating Procedure. Both these documents are attached to this response letter.
6. The ICB has not been involved in any business case development for a project or solution involving digital technology or a digital supplier in the last 18 months.

In accordance with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the NHS ICB website <https://northeastnorthcumbria.nhs.uk/>.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the service you have received in relation to your request and wish to request a review of our decision, you should write to the Information Governance Manager using the contact details at the top of this letter quoting the appropriate reference number.

If you are not content with the outcome your review, you do have the right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act 2000.

Generally, the Information Commissioner cannot make a decision unless you have exhausted the ICB's complaints procedure.

The Information Commissioner can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or www.ico.org.uk.

Any information we provide following your request under the Freedom of Information Act will not confer an automatic right for you to re-use that information, for example to publish it. If you wish to re-use the information that we provide and you do not specify this in your initial application for information then you must make a further request for its re-use as per the Re-Use of Public Sector Information Regulations 2015 www.legislation.gov.uk. This will not affect your initial information request.

Yours faithfully

Information Governance Support Officer

**Information Governance Support Officer
North East and North Cumbria Integrated Care Board**