

Our Reference      North East and North Cumbria ICB\  
FOI ICB 24-312

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By Email

26 November 2024

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 by North of England Commissioning Support (NECS) on 11 November 2024 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, Gateshead, Newcastle, North Cumbria, North Tyneside, Northumberland, South Tyneside, Sunderland, and Tees Valley (which covers the five local authorities of Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees).

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

**Your Request**

1. Please I can have a breakdown of the clinical roles within the ICB, the area they are responsible for, their grades and copies of their job descriptions. This is for all clinical staff including the staff embedded in the Local Authorities.
2. Please I can have a breakdown of any roles within the ICB which are ICB wide and a copy of their job descriptions regardless of the qualification requirement of the post.

**Our Response**

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.

1. Copies of job descriptions (JDs) published as part of ICB 2.0 are attached where available and held by the ICB's HR Team.

There may be additional job descriptions which will take time to try and source – these are not retained by the HR Team and that team have not been able to establish who may hold these, if they are held at all. The JDs attached to the response were developed as part of the 2.0

organisational change and any JDs not included will relate to historic, pre organisation inception.

We can confirm, as per Section 1(1) of the Freedom of Information Act 2000, the ICB may hold additional job descriptions, not held by the HR Team. JDs attached to the response were developed as part of organisational change and any not included will relate to historic, pre organisation inception. The roles highlighted in yellow are the roles where there may not be any obvious JD.

However, we have estimated that to provide you with the required information, would exceed the cost limit of £450 for the NHS as specified in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

S.12(1) of the FOIA provides that a public authority is not obliged to respond to a request for information if the cost of locating, retrieving, and extracting information and preparing the response can be included in the costs for these purposes.

Working through every job role to provide a brief description will require triangulation to a Job Description to get this detail – ICB Job Descriptions were written to be fairly generic so it may not be obvious which role is attached to a job title.

It is estimated that it would averagely take a member of staff approximately 10 minutes to work through every job role to provide a brief description, then a further 7 minutes to provide the detail in the format you have requested. Multiplying 17 minutes by the number of records to be examined (68 job descriptions), it will take one officer 1165 minutes (19.2 hours) to extract the requested information. NENC ICB is therefore unable to provide the requested information within the prescribed limit.

In accordance with our duty to provide advice and assistance under s.16 FOIA 2000, we estimate that we would be able to supply you with the requested data for approximately [insert what information we can provided if any] within the appropriate limit, should you wish to refine and submit a revised request.

Please see attached spreadsheet which contains 2 pivot tables outlining job titles and bands for both Clinical roles and all ICB wide roles. The roles for which there may not be any obvious JD are highlighted in yellow.

2. With regard to this question, you clarified this by advising *I would like the job descriptions in addition to request 1 the grades and copies of their job descriptions for any members of staff who have responsibility for the whole of the ICB foot print for example the Director of Nursing, Deputy Director of Nursing as a large number of staff are cover specific areas only.*

Unfortunately, the clarification you have provided still does not provide us with sufficient details to identify or locate the information you require, and we are therefore unable to deal with your request. Under section 1(3) of the Freedom of Information Act we need not comply with a request unless any further information, reasonably required to enable us to locate the information, is provided.

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 Senior 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 complaints procedure provided by the North of England Commissioning Support Unit.

The Information Commissioner can be contacted at:

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

[www.ico.org.uk](http://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](http://www.legislation.gov.uk) . This will not affect your initial information request.

Yours sincerely

*S Davies*

**S Davies**  
**Information Governance Officer**