

Date: **15 August 2019**

Our reference: **FOIRQ5345**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your requests for information below:

### **Your Request**

- 1. The number of "form 4" cremation forms completed by doctors at Great Ormond Street Hospital for Children NHS Foundation Trust in the 2018/2019 financial year*
- 2. The number of "form 5" cremation forms completed by doctors at Great Ormond Street Hospital for Children NHS Foundation Trust in the 2018/2019 financial year*
- 3. The total fees taken by doctors at Great Ormond Street Hospital for Children NHS Foundation Trust in the 2018/2019 financial year for cremation forms?*

### **Our Response**

Great Ormond Street Hospital for Children NHS Foundation Trust neither collates; nor centrally records the information requested with regard to the number of cremations forms completed by doctors. This information is not easily retrievable; but would require a member of staff to conduct a full search of over 600s records to identify, locate and extract the relevant information.

The Trust would need to check through the mortuary register to identify the name of the funeral director; identify the date of when the patient was released from Trust care; and obtain the contact details of the funeral director for them to confirm whether a cremation or burial form was completed. We can then establish whether the papers were completed at GOSH. An assessment of all the information collated would need to be completed.

The Trust believes the amount of work involved to process your request for information would exceed the 18 hours cost limit that is stipulated under Section 12 (Cost Limit) of the Freedom of Information Act 2000. We have sampled 1 x patient record to see how much time it would take to search and collate the information, which has 50 minutes to complete the work. This demonstrates that to search and review over 600 records would exceed the 18 hours stipulated for processing requests for information under Section 12 (Cost Limit) of the Freedom of Information Act 2000.

Section 12(1) of the Freedom of Information Act 2000 allows the Trust to refuse a request where the cost of compliance is estimated to exceed the appropriate limit. The appropriate limit for section 12 purposes is defined by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 SI 2004 No 3244 ('Fees Regulation').

Under regulation 3 of the Fees Regulation the appropriate cost limit for the Trust is £450. The Fees Regulation also states that all authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour. This means that the appropriate limit will be exceeded, if it would require more than 18 hours' work for the Trust to carry out the following activities in complying with the request:

- determining whether the information is held
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

Please note:

The information provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We trust the information provided is sufficient and helped to answer any issues, concerns or questions. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

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Yours sincerely

**Freedom of Information team**

Great Ormond Street Hospital for Children NHS Foundation Trust  
Email: [foiteam@gosh.nhs.uk](mailto:foiteam@gosh.nhs.uk)

**[Enclosed – Your rights – see next page]**

**Your Rights**

If you are dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team  
Great Ormond Street Hospital  
LONDON  
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

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