

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-032026-0002330

Date: 29.05.2026

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

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. – **Please see attached Business Case Policy (response from Finance)**
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. – **Please see attached Business Case Policy (response from Finance)**
3. Your current procurement strategy template (blank), or any process documentation relating to the waiver process that may run alongside the business case. – **Please see attached from the Procurement Department**
4. Your organisation's standing financial instructions (SFIs), or equivalent document governing procurement thresholds and authorisation limits. – **Please see attached Standing Financial Instructions (response from Finance)**
5. Your Data Protection Impact Assessment (DPIA) template (blank), and any supporting internal guides for staff on how to complete a DPIA. – **Please see attached document. We do not currently have any internal guidance on how to complete but we will be working towards this at a later date. (response from DPO)**
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.
- **The Trust has approved business cases within the last 18 months relating to digital solutions involving external suppliers. In response to your request, we have provided a summary of a**

relevant business case below. Certain details have been redacted or withheld under applicable FOIA exemptions, including Section 43 (Commercial Interests) and Section 41 (Confidential Information), where disclosure would prejudice the Trust's commercial position or breach confidentiality obligations with suppliers.

Below is a sanitised Summary of the business case that will work in conjunction with the template that Procurement have supplied. (response from IT)

Project Name/ Purpose –

Personal Health Records

This business case seeks Executive approval to procure and implement a Personal Health Record (PHR) that provides a single, citizen-centred digital front door.

High-level solution

This business case proposes the procurement and implementation of a Personalised Health Record (PHR) solution to transform patient engagement and outpatient care. The preferred approach is: an untethered PHR integrated with the NHS App and featuring clinical trial capabilities as it links data from hospital, community, and GP systems through the NHS App, rather than being tied to one electronic patient record (EPR).

Approval date

Q3 2025

Procurement route (framework, etc.)

NHS London Procurement Partnership Clinical Digital Health Solutions (CDHS) framework

Please note names have been redacted and some of the links within the documents will be only accessible when using Trust devices

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.

For a copy of any of the documents please contact dgft.foi@nhs.net quoting the FOI reference number

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

FOI/REF FOI-

Tel: 0303 123 1113

www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust