NHS Tayside has now considered your request dated 5 August 2019.

Extract from Request

1. “Prior to its closure on 17 July 2019, how many nursing staff worked at Craigowl ward?
2. Between 1 January 2019 and 17 July 2019, what were the minimum nursing staffing levels at Craigowl ward in respect of early shifts, late shifts and night shifts?
3. Between 1 January 2019 and 6 June 2019, on what dates did the staffing levels fall below the minimum staffing levels at Craigowl ward?
4. If between 1 January 2019 and 6 June 2019, staffing levels did fall below the minimum staffing levels what were these staffing levels?
5. Between 6 June 2019 and 17 July 2019, on what dates did the staffing levels fall below the minimum staffing levels at Craigowl ward?
6. If between 6 June 2019 and 17 July 2019, staffing levels did fall below the minimum staffing levels what were these staffing levels?
7. Between 6 June 2019 and 17 July 2019, has there been any breaches of The Health and Care (Scotland) Act 2019, at Craigowl ward in respect of: 
   • PART 1. Section 1. Guiding principles for health and care staffing
   • PART 2. Section 4. 121A Duty to ensure appropriate staffing
   • PART 2. Section 4. NHS duties in relation to staffing
   • 121A Duty to ensure appropriate staffing
   • PART 2. Section 4. NHS duties in relation to staffing
   • 121L Training and consultation of staff
8. If there have been breaches what were they and when did they take place?”

Response

1. Prior to Craigowl ward closure, 27 members of staff worked within the ward.
2. Between 1 January 2019 and 17 July 2019, the minimum nursing staff levels would be 4 early shift, 3 late shift and 2 night shift. This number is the minimum and is not reflective of the clinical judgement required to set the required staffing levels for patient need which is part of a continuous assessment. This is also inclusive of the ward being part of a multi occupancy site with emergency response from other ward areas.
3. Between 1 January 2019 and 6 June 2019, there was one adverse event entry for staffing levels (12/03/2019).
4. Between 1 January 2019 and 6 June 2019, the number of staff on duty was four and not five. This does not fall below the minimum staffing level.
5. Between 6 June 2019 and 17 July 2019, there are no recorded incidents of any adverse events for staffing levels.
6. Between 6 June 2019 and 17 July 2019, there are no recorded incidents of any adverse events for staffing levels.
7. Between 6 June 2019 and 17 July 2019, there have been no recorded breaches of The Health and Care (Scotland) Act 2019 at Craigowl ward.
8. Not applicable.

<table>
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<tr>
<th>Document Ref.</th>
<th>FOISA Exemption Applied</th>
<th>Justification</th>
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<tbody>
<tr>
<td>IGTFOISA6629</td>
<td>None</td>
<td>None</td>
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</table>

Under section 20 (1) of the Act, if you are dissatisfied with the way NHS Tayside has dealt with your request, you have a right to request a review of our actions and decisions in relation to your request, and you have a right to appeal to the Scottish Information Commission.

A request for an internal review must be made in writing no later than forty working days from receipt of this response and sent to:

Head of Information Governance
Maryfield House (South)
30 Mains Loans
Dundee, DD4 7BT

Or by email to informationgovernance.tayside@nhs.net

If you are not content with the outcome of the internal review, you have the right to apply directly to the Scottish Information Commissioner for a decision. The Scottish Information Commissioner can be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, KY16 9DS

Or via the online appeal service: www.itstopublicknowledge.info/Appeal

If you have any queries about this correspondence, please contact:

Information Governance Team
Maryfield House
30 Mains Loan
Dundee, DD4 7BT

Telephone - 01382 424413
E-mail: informationgovernance.tayside@nhs.net

Information Governance
NHS Tayside
26 August 2019