



Freedom of Information Team
Post Room
Queen Alexandra Hospital
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Name:

Email:

Date: 01/09/2021

Ref: 21-22 280

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 20/08/2021. Please see responses to your requests below.

- 1. The contact details of the individual with responsible within the organisation for the menu choice and the subsequent delivery of food to patients – possibly the catering manager? Lee Wiltshire - Facilities General Manager: lee.wiltshire@engje.com**
- 2. What software does the organisation use enabling patients to choose their food and the subsequent delivery of the food to the patient? If no software if used please outline the methodology in place for ensuring the patient receives the correct food at the agreed time?**
The Trust uses paper sheets for patients to order their food. Meals are brought up from the kitchen and plated on the wards with the patient menu choices in place as a guide. Patient meals are served at specific protected mealtimes which varies from ward to ward.
- 3. What software does the trust use to maintain stocks of food ensuring that the patient receives the correct food at the agreed time?**
The Trust uses Datasym and Menumark to maintain food stock.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team