

**Request Reference:** FOI/008/21  
**Published:** 21 June 2021

**Information requested:**

The information I request covers the last 3 complete financial years and looks for :

1. Within each of the last 3 financial years, how many publications, papers, reports and other material published by the Board for public consumption were made available in alternative formats, and what proportion of all such publications did this represent in each year ?
2. Within each of the last 3 financial years, how many of the alternative format publications were published pro-actively and how many were published reactively ?
3. Within each of the last 3 financial years, what was the production costs of the material published by the Board in alternative formats ?
4. Within each of the last 3 financial years, on how many occasions were the procurement provisions in the specific equality duties used to commission the production of alternative formats and help the Board to better perform the public sector duty ?
5. Within each of the last 3 years, on how many occasions was the contract for the production of material in alternative formats awarded to the private sector and what was the total value of such contracts in each of the 3 years ?
6. Within each of the last 3 years, on how many occasions was the contract for the production of material in alternative formats awarded to the voluntary/charitable/third sector and what was the total value of such contracts in each of the 3 years ?

**Response:**

1. An 'At a glance' double sided A4 document is produced in an accessible format for the Annual Review meeting. This is included as an appendix at the back of our annual report and has been done for 2018/19 and 2019/20. The 2020/21 report has yet to be published. This represents <1% of our publications for each of the last 3 financial years.
2. Proactively: The 'at a glance' A4 document. Reactively: none.
3. The costs for each of the last three years was £0.00
4. None.
5. As we have not procured alternative formats of material we have no contracts. We give notice under section 17 of FOISA that we do not hold this information.
6. As we have not procured alternative formats of material we have no contracts. We give notice under section 17 of FOISA that we do not hold this information.

**Advice and Guidance**

Given the nature and organisational arrangements of The State Hospital, our patients are uniquely viewed as internal communication stakeholders in addition to Non-Executive Directors, Volunteers, the Spiritual & Pastoral Care Team, Advocacy and staff. Carers, the public and the media are included within external communication arrangements.

This is where communications differ from that of other Boards. The State Hospital's patients are considered long stay therefore our internal stakeholders rather than the public.