

Our Ref: PW/AKB/FOI-05-374

15<sup>th</sup> May 2023

Stafford Education & Enterprise Park  
Weston Road  
Stafford  
ST18 0BF

Sent by email

Telephone: 0300 123 1461

Dear

**FOI-05-374**

**Your request for information under the Freedom of Information Act 2000**

Thank you for your request for information received on the 12<sup>th</sup> May 2023. We can confirm that the Staffordshire and Stoke-on-Trent Integrated Care Board can provide the following information.

An anonymised copy of this response will be made publicly available on the ICB website.

Please see our responses in blue below:

**I would be grateful if you could provide a copy of the current Pharmaceutical Representative Request Form (in Word Format) that should be used by Pharmaceutical Representatives when engaging with the Medicines Management team within the ICB.**

**If the ICB does not have a form please indicate how a Pharmaceutical Representative should engage with the ICB.**

Please find below the link to the Commercial Sponsorship Policy on the ICB Website. The form can be located on Appendix One (page 7) of the Policy.

<https://staffsstoke.icb.nhs.uk/your-nhs-integrated-care-board/our-publications/governance-handbook/all-policies/corporate-policies/commerical-sponsorship-policy/?layout=default>

**Right of Appeal**

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

**To request an internal review**

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at

[StaffsStokeFOI@staffsstoke.icb.nhs.uk](mailto:StaffsStokeFOI@staffsstoke.icb.nhs.uk) or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board's FOI complaints procedure.

The ICO can be contacted at:

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

[www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

**Paul Winter**  
**Associate Director of Corporate Governance**