



Ref: FOIA Reference 2023/24-770

Date: 6th March 2024

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 13th February 2024 requesting information under the Freedom of Information Act (2000) regarding WFM policy

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I would like to request the following information under the Freedom of Information Act.

Could you please provide the current policy the Trust has on working from home for non-patient-facing staff.

A1 See attached

Q2 What rules/ expectations/ policies are set by the Trust in terms of employees working from the office?

A2 Refer to answer 1

Q3 Are any staff groups exempt from these rules? If so, please give details

A3 Refer to answer 1

Q4 When was this policy issued?

A4 Refer to answer 1

Q5 Please could you detail any changes to the WFH policy from a) April 2020 and b) September 2022

A5 Refer to answer 1

Q6 Do you plan to change your work from home/ office policies in the next year? If so, please detail the changes

- A6 Policy not due for review until September 2025 in line with governance rules
- Q7 How regularly is the Trust monitoring office attendance/working from home?**
- A7 This is reviewed as per service need
- Q8 How many staff in non-patient-facing roles are currently**
- Working full time from the office
 - Working full time from home
 - Working from office 1 day a week
 - Working from office 2 days a week
 - Working from office 3 days a week
 - Working from office 4 days a week
 - Working from office 5 days a week
- A8 This information is not recorded centrally
- Q9 Has there been any disciplinary action taken against any member of staff for not working in the office? Are any cases being investigated?**
- A9 No

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.



Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,

Rachel Montinaro
Data Security and Protection Manager - Records