



Ref: FOIA Reference 2019/20-066

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 8th May 2019

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 1st May 2019 requesting information under the Freedom of Information Act (2000) regarding flexible working policy and adoption.

I can neither confirm nor deny whether the information you have requested is held by the Trust in its entirety. This is because the information requested in questions 2 and 3 is not held centrally, but may be recorded in individual staff records. In order to confirm whether this information is held we would therefore have to individually access all staff records within the Trust and extract the information where it is present. We therefore estimate that complying with your request is exempt under section 12 of the FOI Act: *cost of compliance is excessive*. The section 12 exemption applies when it is estimated a request will take in excess of 18 hours to complete. We estimate that accessing and reviewing all staff records and then extracting relevant information would take longer than the 18 hours allowed for.

Under section 16 of the FOI Act we are required to provide requestors with advice and assistance where possible. We would therefore like to advise you that your request is shortened to just the questions that we are able to comply within the 18 hour time frame. In order to avoid delay to your response we have provided this below.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) 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 am investigating Flexible Policy and Adoption within NHS Trusts and as a result would appreciate if you would be able to answer the following questions under the freedom of information act:

1. Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):

- a) Part-time working
- b) Flexitime
- c) Job sharing
- d) Compressed hours
- e) Annual hours
- f) Term-time working
- g) Home working
- h) Voluntary time
- i) Zero-hour contracts

j) Other

A1 Please see below:

a) Part-time working	Yes
b) Flexitime	Yes
c) Job sharing	Yes
d) Compressed hours	Yes
e) Annual hours	Yes
f) Term-time working	Yes
g) Home working	Yes
h) Voluntary time	Yes
i) Zero-hour contracts	Yes
j) Other	Yes

Q2 Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):

	2017/18	2018/19
Medical		
Nursing		
AHP/Scientific		
NMNC		
Total		

A2 Section 12 exemption as detailed above.

Q3 Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):

	Total number of staff	Number of flexible working requests	Number of flexible working agreements
Male			
Female			
16-40 Years of Age			
40+ Years of age			

A3 As answer 2

Q4 On average, how long does a flexible working agreement last (Years/Months)?

A4 A flexible working agreement may be agreed for a temporary or fixed term basis. Requests and length of the request are specific to each application.

Q5 Are flexible working agreements recorded against the employee HR record (ESR)?

A5 No

Q6 What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

A6 All posts advertised for recruitment ask applicants for their preferred working pattern. These would be discussed, where appropriate, at interview.

It is each Manager's responsibility to build flexibility in to all job roles, in order to promote flexible working as an employee benefit.

Q7 Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

A7 Information not held

**Q8 Is training available to managers around dealing with flexible working?
a. What % of managers have received training around flexible working?**

A8 No formal training is required, however support and advice is available from Divisional Human Resources teams

Q9 Process and Providers of flexible working

Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system

A9 Please refer to the attached policy and procedure

Q10 Does your organisation use any 3rd party systems to enable or facilitate the flexible working application process and flexible working arrangements?

b. Please provide the name of the system[s] used

A10 Applications for posts are made via TRAC recruitment system, which offers applicants a facility to indicate their preferred working pattern.

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

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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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.

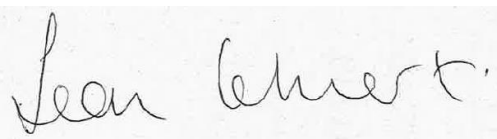
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and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

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Jean Lehnert
Information Governance Manager