

**Freedom of Information Request**

**Ref: 23-956**

20 December 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

**We are particularly interested in understanding the structure, key components, and any recent innovations or updates related to the Admin & Clerical Career Development Program or Equivalent at your Trust.**

The Trust has implemented a leadership and management programme for all staff, including those who are aspirant for career development. These programmes include a focus upon customer service and apprenticeship programmes. However, the Trust is keen to develop a more formal career pathway for Admin and Clerical staff and has therefore commissioned a task and finish group to review this piece of work. The Trust is also working with Integrated Care Board partners within Bristol, North Somerset and South Gloucestershire to review specifically training programmes geared towards this staff group. Both pieces of work are at an early stage of development but will form the basis of a training programme and career pathway.

**We are keen on establishing connections with key individuals who can provide further insights or engage in discussions regarding your Career Development Programme or equivalent.**

Julian Newberry, Head of Learning and Development

[julian.newberry@uhbw.nhs.uk](mailto:julian.newberry@uhbw.nhs.uk)

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer

University Hospitals Bristol and Weston NHS Foundation Trust

Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**  
**University Hospitals Bristol and Weston NHS Foundation Trust**