

Freedom of Information Request

Ref: 22-233

23 May 2022

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 hold some of the information you are requesting

Please provide me with full details of any policy your trust in place that means some clerical or managerial staff are able to work from home for at least some of the time

These may be known internally as hybrid, blended, agile or smarter working arrangements.

Regarding your trust, please can you:

1. Send me a full copy of your current policy on this issue

Please see the attached documents

2. Let me know how many of your staff are currently approved for hybrid working - i.e., they do not have to be in the office every day. If you are able to say what department they are in that would be ideal i.e., 10 from communications, 5 directors/heads of service etc

We do not hold this information, this information is not held centrally but will be collected locally when the policy is reviewed

3. If it is not included in the policy, please let me know if there is an expected proportion of time that these staff must spend in the office each week or month

This is covered in the policy.

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