

Freedom of Information Request

Ref: 24-146

7 March 2024

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

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

Please see the attached documents.

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

Please see the attached documents.

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

No

4. When was this policy issued?

April 2023

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

5. Prior to April 2020, the Trust's principles relating to Home Working were as follows:

There is no employee right to work at home, and the option of home working is not currently offered by the Trust as part of its Flexible Working procedure. Where a particular role is identified to be compatible with a home working, this will be considered on the individual merits of the request.

Any home working arrangement must primarily meet the business needs of the service.

The final approval to support home working will rest with the line manager. There is no right of appeal against a declined request to work from home. The Trust has the right to cease the home working arrangement with notice.

Home working must not be used to deal with absence from work for reasons such as sickness or emergency leave. Additionally, if an employee is on sickness absence, they should not be undertaking work from home during their absence.

Under a home working arrangement, the employee's "base" will remain their conventional place of work and not their home, e.g. for the purposes of any travel expense claims etc.

IT equipment must be used in accordance with the Trust's Guidance on the use of Trust IT Equipment, and the Trust Guidance on Mobile Computing and Home Working by Staff.

Regular home working will be authorised at a divisional level, for the purpose of carrying out specific tasks agreed with the manager, subject to completion of a satisfactory risk assessment by the employee's line manager. This will be kept on the employee's personal file.

The attached appendix was in place from August 2021 until the issue of the agile and home working guidance.

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

No plans announced.

7. How regularly is the Trust monitoring office attendance/working from home?

We do not record this information.

8. 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

We do not record this information.

9. Has there been any disciplinary action taken against any member of staff for not working in the office? Are any cases being investigated?

No.

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**