

Ref: FOI2016/3094  
Date Received: 1<sup>st</sup> March 2016  
Response Due: 31<sup>st</sup> March 2016

31<sup>st</sup> March 2016

Dear

## INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the Freedom of Information Act.

You asked:

*How many staff currently employed at your trust (across all areas) hold a criminal record?*

*Please break down these numbers by profession/sector: e.g. nurses, doctors, midwives, etc.*

*If a breakdown by profession is not possible, then instead, please simply supply the figures broken down by:*

- i) Medical staff (e.g. doctors, nurses, etc.)*
- ii) Non medical staff (e.g. porters, admin, security, cleaners, etc.)*

*Please provide a full list of the convictions these criminal records relate to, again breaking down by profession (or medical and non-medical staff if that is how you have provided the information in (1..))*

All candidates that are offered employment with the Trust are cleared in compliance with NHS Employment checks standards, and in respect of DBS checks, the Rehabilitation of Offenders Act, and the related Exceptions order. If a successful candidates DBS check details a criminal record a risk assessment is undertaken to assess a candidate's suitability for employment. The risk assessment is held on an employee's personal file and in line with Disclosure and Barring Service (DBS) guidance once a DBS check has been undertaken we destroy it after 6 months. Therefore, we do not hold centralised records of criminal records disclosed by our employees as part of the recruitment process.

If an employee receives a criminal record whilst in employment with the Trust they are required to declare this information in line with the Trust's disciplinary policy. The criminal record is risk assessed and a decision taken as to whether further action is required in line with the Disciplinary Policy. This information until recently was only held locally on the employee's personal file and no centralised records were held. In October 2015 a revised disciplinary procedure was introduced to centrally record information in relation to criminal convictions obtained whilst in employment. Since the introduction of this new process there is one centralised record of a clinical staff member who was convicted of assault and one record of a non-clinical staff member who was convicted of theft.

I hope you find this information useful, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within

Chairman: Robert Armstrong  
Chief Executive: Andrew Foster CBE

28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



**Andrew Foster**

**Chief Executive**

**PLEASE NOTE:**

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other reuse, for example commercial publication, would require the permission of the copyright holder. You must ensure you gain their permission before reproducing any third party information.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, WrightingtonHospital, Hall Lane, AppleyBridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Chairman: Robert Armstrong

Chief Executive: Andrew Foster CBE