

Ref: FOI2016/3099
Date Received: 1 March 2016
Response Due: 31th March 2016

17th 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:

I would like to receive all the information you have that is specific to the Portering department at your hospital trust. With regards to number of tasks completed a year, this broken down into patient movement and none patient movement, along with the financial information (budget), both pay and none pay for the department, this information can be summarised.

Along with the information above i would like to see a job description of the tasks that the porters have to complete as part of there role.

Unfortunately we do not have the level of information required to state what number of tasks broken down by patient and non-patient are carried out per year.

Pay budget 15/16	£ 2,122,307
Non Pay Budget	£ 68,622

Porters tasks include, but are not restricted to:-

Patient movement, bed, wheelchair, trolley, some patient moves to and from theatre, to all wards and Departments including x-ray
Stationery stores function
Stores function, receipting goods
Movement of goods and services including parcels, deliveries, mail, patient meal trolleys, pulp products
Management of gas stocks and movement of cylinders
Waste handling and movement of all waste streams.
Operation of compactors/balers
Use of motorised trolleys and tugs
A&E porter duties
Mortuary transfers

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

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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

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