

Ref: FOI2016/3271
Date Received: 31 May 2016
Response Due: 28 June 2016

13th June 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 be grateful if you could provide information on how your Legal Department is structured, numbers of staff in each post and whether inquest and risk management departments sit within the Legal Department, or are separate.

Please could you also provide copies of the job descriptions for the following posts (or their equivalent at your Trust):

Head of Legal Department
Head of Claims management (CNST and RPST)
Claims manager
Inquest manager
Head of Clinical Risk
Clinical Risk Manager

The Legal Department is part of the Governance and Assurance Team reporting to the Associate Director of Governance. The department has five staff members and is structured as follows:

- 1 x Head of Legal Services 1.0 WTE;
- 1 x Legal Services and Inquest Liaison Assistant 0.76 WTE;
- 3 x Legal Services Officers 2.73 WTE.

The Trust does not have a Risk Management Department. Attached is the Job Description and Person Specification for the Head of Legal Services, responsible for claims and inquest management. The Trust does not have a Head of Clinical Risk or Clinical Risk Manager.

Please see attached for the relevant job descriptions.

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

Chairman: Robert Armstrong
Chief Executive: Andrew Foster CBE

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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