



**Information Governance**

Wrightington Hospital  
Hall Lane  
Appley Bridge  
Lancashire  
WN6 9EP

Tel: 01257 488271  
Email: FOI@wwl.nhs.uk  
Web: www.wwl.nhs.uk

Ref: FOI2018/4561

Date Received: 26<sup>th</sup> March 2018  
Response Due: 25<sup>th</sup> April 2018

20<sup>th</sup> April 2018

Dear

**INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000**

We are now pleased to respond to your request for information under the FOI Act.

You asked

1. *Please confirm whether you have a permanent guardian of safe working hours in place at the trust. Please confirm their length of service in the guardian role.*

Yes we do have a permanent guardian of safe working their length of service in this role is 3 years.

2. *Please detail the total number of exception reports submitted during 2016/17 and 2017/18.*

Exceptions were only recorded from August 2016 to date, please see the attached information.

3. *Please detail the number of exception reports submitted during the time frame which focus on staff shortages/rota gaps.*

We would be unable to do this without reviewing each report and this would exceed the appropriate time limit to extract.

4. *Please provide anonymised text for all of the reports fulfilling the above criteria.*

We would be unable to do this without reviewing each report and this would exceed the appropriate time limit to extract.

**Please see refusal notice below.**

**Refusal Notice for Questions 3 and 4** - The information that you have requested is exempt under Section 12 of the Freedom of Information Act because it will take more than 18 hours to retrieve and extract the relevant information.

12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

Regulation 4(3) of the Fees Regulations states that a public authority can only take into account the costs it reasonably expects to incur in carrying out the following permitted activities in complying with the request:

- determining whether the information is held;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

All public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour.

This means that the appropriate limit will be exceeded if it would require more than 18 hours work for all public authorities.

5. *Please provide the total number of clinical vacancies currently at the trust, separated however trust figures are usually detailed.*

In the absence of the definition of Clinical vacancies we have provided a figure for all staff groups other than 'Admin and Clerical' and 'Estates and Ancillary'. The vacant establishment for these staff groups is 200.97 fte as at the 28th February 2018.

I trust that this information is helpful to you, 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.

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, Wrightington Hospital, Hall Lane, Appley Bridge, 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