



**Wrightington,  
Wigan and Leigh**  
NHS Foundation Trust

**Information Governance**

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Ref: FOI2019/5718

Date Received: 15<sup>th</sup> October 2019

Response Due: 12<sup>th</sup> November 2019

5<sup>th</sup> November 2019

Dear

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

**You asked:**

**I would like to request some information under the Freedom of Information Act.**

**Could you please let me know the following information relating to your statutory and mandatory training within the Trust.**

**a) What is the Trust's KPI completion target for each of the core training subjects listed in the table below?**

- b) What is the Trust's Actual Compliance rate for each of the core training subjects listed in the table below, as at 31st August 2019?**
- c) What is the Trust's KPI completed target for performance appraisals/reviews?**
- d) What is the Trust's Actual Completed rate for performance appraisals as at 31st August 2019?**
- e) Are each of the statutory and mandatory training subjects, listed in the table below, aligned to the Skills for Health UK Core Skills Training Framework?**
- f) Based on historical performance data, do your compliance rates for each of the training subjects listed in the table below, fall/decrease during winter pressures, i.e. Quarter 3 and Quarter 4 period?**
- g) What is the method of training delivery for each of the training subjects listed in the table below.**

**I have attached a spread sheet for ease, for you to provide me with this information.**

Please see the attached information as per your request.

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,

A handwritten signature in black ink that reads "Alison Balson". The signature is written in a cursive style with a large, stylized initial 'A'.

Alison Balson  
Director of Workforce

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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