

# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

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Ref: FOI/2025/10674

Date Received: 14<sup>th</sup> April 2025

Response Due: 15<sup>th</sup> May 2025

Date: 28<sup>th</sup> April 2025

Dear Sir/Madam

With reference to your request for information received on 14<sup>th</sup> April 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold part of the information you have requested. A response to each part of your request is provided below.

In your request you asked:

**On 6 April 2024, the Carer's Leave Act came into force, which entitled employees a right of to up to 5 days unpaid leave for planned occasions to give or arrange care for a 'dependant' who has:**

- a physical or mental illness or injury that means they're expected to need care for more than three months
- a disability (as defined in the Equality Act 2010)
- care needs because of their old age

A link to guidance in understanding the law is here <https://www.carersuk.org/help-and-advice/work-and-career/the-carer-s-leave-act-2023/>

Please could you complete the short survey below:

- 1. What is the organisation's ID code (ODS)**  
RRF.
- 2. What is the organisation's name**  
Wrightington, Wigan and Leigh Teaching Hospitals NHS Foundation Trust.
- 3. What is the best e-mail address to contact the organisation in the future regarding working carers.**  
Charlotte Wright, Deputy Chief People Officer.

The Trust does not routinely give out email addresses and direct telephone numbers of staff members, as large numbers of unsolicited emails/telephone calls, could cause disruption by blocking email accounts/telephone lines thus preventing true work-related emails/calls from being delivered. However, any of the above staff can be contacted via main switchboard on 01942 244000.

**4. Does the organisation have a carers' staff network or peer support group**

The Trust has a private staff support group on Facebook.

**5. If yes, what is the network/group's e-mail address**

As this is a private Facebook group, there is no email address.

**6. Is the organisation a member of Carers UK/Employers for Carers (EfC)**

- **Yes**
  - **No, but we plan to in the future**
  - **No, and we have no plans to in the future**
- No, and we have no plans to in the future.

**7. If yes, has the organisation undertaken the Carer Confident Assessment.**

- **Yes**
  - **No - but we plan to in the future**
  - **No, and we have no plans to in the future**
- N/A.

**8. If yes, at which level is the organisation**

- **Level 1 - Active**
  - **Level 2 - Accomplished**
  - **Level 3 – Ambassador**
- N/A.

**9. What is the organisation's employee Headcount total (Not FTE or WTE)**

7,530 as at 31<sup>st</sup> March 2025.

**10. How many of the organisation's employees have formally identified (on ESR) as a working carer**

The Trust does not capture this information.

**11. What is the organisation's Working Carer percentage (%), based on the latest NHS Staff Survey (Question 32b)**

33.2%.

**12. How has the organisation communicated to staff about their rights under Carers Leave Act.**

It has been added to the Special Leave Policy.

**13. What training has been given to line managers about the Carers Leave Act**

None.

**14. How many staff have booked Carers Leave for planned events in the last 12 months**

The Trust does not capture this information.

**15. What was the average number of days taken**

The Trust does not capture this information.

**16. Please attach a copy of the organisation's current Special Leave policy**

Please see the attached.

**17. In the organisation's Special Leave/Leave policy, is planned Carer's leave paid, unpaid or both**

- **Paid**
- **Unpaid**
- **Both**  
Unpaid.

**18. How many days are paid (maximum) in a 12 month period**

0.

**19. How many days are unpaid (maximum) in a 12 month period**

1 week.

**20. Are any paid days repayable to the organisation, via payroll deduction or additional time worked**

N/A.

**21. Do managers have discretionary authorisation to go beyond the policy in appropriate circumstances.**

Yes, as per 3.8 in the attached policy.

**22. If yes, what are they allowed to do**

Please see 3.8 in the attached policy.

**23. In the organisation's Special Leave/Leave policy, is unplanned Carer's (Emergency Domestic / Dependant) leave paid, unpaid or both**

- **Paid**
- **Unpaid**
- **Both**  
Paid.

**24. How many days are paid (maximum) in a 12 month period**

5 days (pro rata) paid leave in any rolling 12 month period.

**25. How many days are unpaid (maximum) in a 12 month period**

N/A.

**26. Does the organisation's Compassionate Leave allowance include paid Terminal Care leave**

Yes, please see section 8 of the attached policy.

**27. If paid Terminal Care is allowed, what's the maximum number of days allowed in a 12 month period**

One contractual working weeks leave (pro rata for part-time staff). In exceptional circumstances, managers may also grant an additional one-week of paid leave (pro rata for part-time staff).

**28. The NHS Terms and Conditions of Service Handbook (section 33.23) requires that all NHS employers have a carer's policy to address the needs of people with caring responsibilities - please confirm**

- **The organisation has a separate carer's policy**
- **The organisation doesn't yet have a carer's policy**  
The organisation doesn't yet have a carer's policy.

**29. Please attach a copy of your current carer's policy**

N/A.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Juliette Tait  
Chief People Officer

PLEASE NOTE:

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, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline number: 0303 123 111