

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

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI/2024/9728

Date Received: 21st March 2024

Response Due: 22nd April 2024

Date: 19th April 2024

Dear Sir/Madam,

With reference to your request for information received on 21st March 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. Do you have a Cashiers/General office in your Trust?

Yes

2. If yes, how many site do you have? Do you have Cashier/General office based on each site?

The Trust has 4 sites:

Royal Albert Edward Infirmary (RAEI) - yes

Leigh Infirmary - yes

Wrightington Hospital - yes

Thomas Linacre Centre (TLC) - yes

3. How many days of the week do you have the Cashiers/General office open?

5 days per week – Monday to Friday

4. What service do you provide in Cashiers/General office?

The cashiers provide an excellent service for our patients which spans many aspects but not exclusively savings and valuable property, carparking, patients, travel payments and administration, banking, postal sorting, collections and delivery services, and invoicing.

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,



Kelly Knowles
Operational Director of Finance

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