

# 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](mailto:foi@wwl.nhs.uk)  
Web: [www.wwl.nhs.uk](http://www.wwl.nhs.uk)

Ref: FOI/2024/9838

Date Received: 8<sup>th</sup> May 2024

Response Due: 6<sup>th</sup> June 2024

Date: 23<sup>rd</sup> May 2024

Dear Sir/Madam

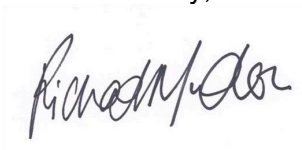
With reference to your request for information received on 8<sup>th</sup> May 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

- 1. Please can I have your FOI team structure with Banding and job titles.**  
2 x FTE – Band 4 – Freedom of Information Officer/Information Governance Administrator's.
- 2. Does the organisation allow Hybrid/Home remote working?**  
Yes.
- 3. Job Description for FOI administrator.**  
Please see attached.

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,



Richard Mundon  
Director of Strategy and Planning

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