

Date: **21 May 2019**

Our reference: **FOIRQ5208**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your request below:

**Your Request**

*I am investigating Flexible Policy and Adoption within NHS Trusts and as a result would appreciate if you would be able to answer the following questions under the freedom of information act:*

1. *Do you offer flexible working policies to address the different types of flexible working listed below (Yes/No):*

- a) *Part-time working*
- b) *Flexitime*
- c) *Job sharing*
- d) *Compressed hours*
- e) *Annual hours*
- f) *Term-time working*
- g) *Home working*
- h) *Voluntary time*
- i) *Zero-hour contracts*
- j) *Other*

2. *Please provide the number of staff accessing flexible working by the following staff groups in the years 2017/18 and 2018/19 (Headcount):*

	2017/18	2018/19
<i>Medical</i>		
<i>Nursing</i>		
<i>AHP/Scientific</i>		
<i>NMNC</i>		
<i>Total</i>		

3. *Please provide the following details around flexible working requests and agreements over the past 12 months (Headcount):*

	<i>Total number of staff</i>	<i>Number of flexible working requests</i>	<i>Number of flexible working agreements</i>

Male			
Female			
16-40 Years of Age			
40+ Years of age			

4. On average, how long does a flexible working agreement last (Years/Months)?

5. Are flexible working agreements recorded against the employee HR record (ESR)?

6. What % of vacancies in your organisation have been specifically targeted at reaching individuals seeking flexible working arrangements?

7. Has your organisation seen any quantifiable or measurable returns through the implementation or adoption of flexible working?

8. Is training available to managers around dealing with flexible working?

a. What % of managers have received training around flexible working?

Process and Providers of flexible working

9. Please provide details on the organisation's application process for a member of staff wishing to engage in a flexible working arrangement. Within which, please indicate whether this process is manual or supported via an electronic system.

10. Does your organisation use any 3<sup>rd</sup> party systems to enable or facilitate the flexible working application process and flexible working arrangements?

b. Please provide the name of the system[s] used

**Our Response**

Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust') is a single site, specialist tertiary paediatric trust. Please see the attached PDF copies of the following policies that cover the different types of flexible working hours in the Trust:

- Maternity, Adoption, Maternity Support(Paternity) Leave Policy
- Flexible Working Hours Policy

Your request relating Q.2 – Q.10 is not centrally recorded information as flexible working hours and staff training is managed locally within each department. The Trust would have to contact over 400 managers prior to conducting a local search of the records and systems to identify, locate and

extract any relevant information. For 1 x manager to conduct a local search and compile a response would take approximately 10-15 minutes to complete the task. An overall calculation on the basis of 400 managers taking 10 minutes to conduct the same task (which does not include any central co-ordination of the responses from each manager) would require at least 42 hours in excess of the 18 hours stipulated under Section 12 (Cost Limit) of the Freedom of Information Act (FOIA) 2000.

Section 12(1) of the FOIA allows the Trust to refuse an FOI request where the cost of compliance is estimated to exceed the appropriate limit. The appropriate limit for the purposes of section 12 is defined by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 SI 2004 No 3244 ('Fees Regulation').

The appropriate cost limit under regulation 3 of the Fees Regulation for the Trust is £450. The Fees Regulation also states that all 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 the Trust to carry out the following activities in complying with the request:

- 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.

Please note:

The information provided under the Freedom of Information Act 2000 is the information held on the date the request was received by the Trust.

I trust the information provided is sufficient and helps to answer any concerns, questions or issues you may have.

If you should have any further queries related to this request, please do not hesitate to contact the FOI Team. Please ensure that the above reference number is quoted on any correspondence.

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Yours sincerely

**Freedom of Information team**

Great Ormond Street Hospital for Children NHS Foundation Trust

Email: [foiteam@gosh.nhs.uk](mailto:foiteam@gosh.nhs.uk)

**[Enclosed – Your rights – see next page]**

### **Your Rights**

If you are not dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team  
Great Ormond Street Hospital  
LONDON  
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

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