

Information Governance

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15 February 2019
Reference no.18190418

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 11th February making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request and Response:

- How many exception reports were submitted between September 2017 and September 2018? 130
- o How many exception reports resulted in Time Off In Lieu being given? 90
- o How many hours of TOIL were undertaken? 521
- o How many exception reports resulted in payment for extra hours? 24
- o How many fines were issued and what was the total value of the fines? No fines were issued. Payment for additional hours was issued.
- o How many reports were escalated to level 1, level 2 and level 3? 0
- o How many reports led to service or rostering changes? 24 report led to a change of one SpR rota.
- Please provide a copy of your exception reporting policy and/or guidance. Attached
- Please provide a copy of the most recent guardian of safe working hours report to the board. Attached

- [What is the audit process for exception report fines?](#) We do not have one, no fines have been issued as yet but the process has the full oversight of Medical HR, the JDF, LNC and the GoSW.

If you are concerned 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 me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

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

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance