

12/05/2022

Dear Requester,

FOI 1346

Thank you for your Freedom of Information request which was received within the Trust.
Please note, this is a cross-site response for Bedford site and Luton site.

You asked:

Please provide me with full details of any policy your trust in place that means some clerical or managerial staff are able to work from home for at least some of the time.

These may be known internally as hybrid, blended, agile or smarter working arrangements.

1. Send me a full copy of your current policy on this issue
Please see attached.
2. Let me know how many of your staff are currently approved for hybrid working – i.e. they do not have to be in the office every day. If you are able to say what department they are in that would be ideal i.e. 10 from communications, 5 directors/heads of service etc.
This would be a locally managed arrangement between the employee and their line manager/head of service; we do not keep records of this centrally.
3. If it is not included in the policy, please let me know if there is an expected proportion of time that these staff must spend in the office each week or month
This too would be subject to local agreement and we would not have the information held centrally.

This information is provided for your personal use and is the property of Bedfordshire Hospitals NHS Trust and subject to any existing Intellectual Property and Database Rights. Any commercial application or use of this information may be subject to the provisions of the Re-use of Public Sector Information Regulations 2015 (RPSI). This means that if you wish to re-use the information provided for commercial purposes for any reason you must ask the Trust for permission to do so.

Please note that the Trust has a formal internal review and complaints process which is managed by the Information Governance Manager/Data Protection Officer. Should you have any concerns with our response, you can make a formal request for an internal review. Requests *for internal review* should be submitted within three months of the date of receipt of the response to your original letter, and should be addressed to: dataprotectionofficer@ldh.nhs.uk. This option is available to you for up to three calendar months from the date your response was issued.

If you are not satisfied with the Trust review under the Freedom of Information Act 2000 you may apply directly to the Information Commissioners Officer (ICO) for a review of your appeal decision. The ICO can be contacted at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk

Yours sincerely,

FOI Officer

Bedfordshire Hospitals NHS Foundation Trust