

Working from Home Policy for non-patient facing staff

Reference Number: RDF2330-24

Date of Response: 23/02/24

Further to your Freedom of Information Act request, please find the Trust's response(s) below:

1. [Could you please provide the current policy the Trust has on working from home for non-patient-facing staff.](#)

Answer: The Trust is currently in the process of drafting a Home/Hybrid working policy, but it has not been published yet.

2. [What rules/ expectations/ policies are set by the Trust in terms of employees working from the office?](#)

Answer: There are many policies in the Trust that pertain to all staff and some that will be relevant to certain workforce groups only.

3. [Are any staff groups exempt from these rules? If so, please give details](#)

Answer: Not all policies pertain to bank and agency staff.

4. [When was this policy issued?](#)

Answer: Please see response to question 1.

5. [Please could you detail any changes to the WFH policy from a\) April 2020 and b\) September 2022](#)

Answer: Please see response to question 1.

6. [Do you plan to change your work from home/ office policies in the next year? If so, please detail the changes](#)

Answer: The Trust plan to publish a policy on home/hybrid working this calendar year.

7. [How regularly is the Trust monitoring office attendance/working from home?](#)

Answer: Individual departments will be monitoring this. It will depend on the nature of the role as to how much home/remote working is feasible. Since the pandemic, many admin and clerical staff work in a hybrid fashion.

8. [How many staff in non-patient-facing roles are currently](#)

- [Working full time from the office](#)
- [Working full time from home](#)
- [Working from office 1 day a week](#)
- [Working from office 2 days a week](#)
- [Working from office 3 days a week](#)
- [Working from office 4 days a week](#)
- [Working from office 5 days a week](#)

Answer: The information is not held in a reportable format. The Freedom of information Act does not oblige a public authority to create information to answer a request if the requested information is not held. It does not place a

duty upon public authorities to answer a question unless recorded information exists. The FOIA duty is to only provide the recorded information held.

9. Has there been any disciplinary action taken against any member of staff for not working in the office? Are any cases being investigated?

Answer: No formal disciplinary action has been taken.