

Freedom of Information request 143-18

Request

Can I please request the following information:

- 1) A copy of (or link to if published) your current policy on flexible working. If more than one current policy exists (say for different staff roles) a copy of (or link to) each please
- 2) The number of staff (persons not FTE) currently employed
- 3) The number of those currently working flexible working arrangements as defined in the relevant policy
- 4) The number of flexible working applications received from all staff each year for the last 5 years
- 5) Of those, the number that were accepted from all staff each year for the last 5 years
- 6) The information for points 2,3,4 and 5 but specifically for Health Visitors
- 7) For Health Visitors only, If possible details of the flexible working arrangements agreed (working hours, locations) but obviously not to identify individuals.

Response

- 1) Please find below a copy of NHS Borders' flexible working policy:



Flexible_Working_Policy.pdf

- 2) There are currently 3207 people employed by NHS Borders, including those on external secondment but excluding bank staff.
- 3) This information is not recorded electronically, this would be held in an individual's personal file held by their line manager and to extract this data would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 and we are therefore under Section 12 Cost of Compliance not required to do so.
- 4) This information is not recorded electronically, this may be held in an individual's personal file held by their line manager and to extract this data would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 and we are therefore under Section 12 Cost of Compliance not required to do so.
- 5) This information is not recorded electronically, this would be held in an individual's personal file held by their line manager and to extract this data would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 and we are therefore under Section 12 Cost of Compliance not required to do so.
- 6) There are currently 31 qualified Health Visitors employed by NHS Borders and 17 staff in the Health Visiting sub-group at Band 5 and below. The further data required is not available as per 3,4,5 above.
- 7) This information is not recorded electronically, this may be held in an individual's personal file held by their line manager and to extract this data would exceed the limit set in the Fees Regulations of the FOI(S)A 2002 and we are therefore under Section 12 Cost of Compliance not required to do so.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **143-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.