



**University Hospitals  
of North Midlands**  
NHS Trust

Ref: FOIA Reference 2018/19-261

**Royal Stoke University Hospital**  
**Quality, Safety and Compliance Department**  
Newcastle Road  
Stoke-on-Trent  
Staffordshire  
ST4 6QG

Date: 17<sup>th</sup> August 2018

Tel: 01782 676474  
Email [FOI@uhn.nhs.uk](mailto:FOI@uhn.nhs.uk)

Dear

I am writing in response to your email dated 31<sup>st</sup> July 2018 requesting information under the Freedom of Information Act (2000) regarding late changes to rotas.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 Under the Freedom of Information Act I wish to request the following information.**

**The number of occasions – with dates – on which any member of staff within the Trust self-referred to NHS Improvement, Health Education England or any other agency/regulator due to making late changes to rotas or providing rotas late. (See below for the guidelines for rota design\*\*\*) Please provide these figures for 2016, 2017 and 2018 to date**

**\*\*\*In 2016, the BMA renegotiated the Code of Practice in England, which is agreed with Health Education England (HEE) and NHS Employers. This agreement sets out clear deadlines in the recruitment process that should ensure employers are given the information they need to adequately plan rotas and that doctors receive proper notice of when and where they are expected to work. According to this timeline, junior doctors should be told where they are working a minimum of three months before starting the job, receive a generic work schedule and rota eight weeks before their post starts, and get their personalised rota—including their individual shift pattern—two weeks later so that they have all the information needed to begin their role six weeks before starting their job.**

**A1** Information is not held by the Trust for staff making self-referrals to NHS Improvement, Health Education England or any other agency/regulator due to making late changes to rotas or providing rotas late. Information may be available by contacting Health Education England or any other agency/regulator.

**Q2 The total number of beds – or bed spaces – in the Trust currently unused. Please categorise with reasons if possible: IE staffing levels not sufficient/wards unfit.**

**A2** The Trust does not have any unused commissioned beds.



\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

***UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.***

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This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Leah Carlisle  
**Deputy Head of Quality, Safety & Compliance**