

Information Governance

30 April 2018

Our Ref: RFI 23107

Dear

**Freedom of Information Act 2000
Information in Relation to Recruitment & Selection and Sickness Absence
Policies**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 30 March 2018.

Please provide a copy of the South Eastern Trust's current Recruitment & Selection and Sickness Absence Policies.

Please find attached the following Trust documents:

- Recruitment & Selection Procedures. Policy Code: SET/HR (20) 2016
- Management of Attendance Protocol. Protocol Code: SET/Prot (47) 2016

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**L McAree (Miss)
Head of Information Governance &
Directorate Support**