

18 June 2019

Our Ref: RFI 28852

**Freedom of Information Act 2000
Information in Relation to Flexible Working Requests**

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 17 May 2019.

A response to each of the questions raised has been provided by the Human Resources and Corporate Affairs Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

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

Jane McCormick
Information Governance Assistant

RFI 28852

Appendix A

Q1. Can I request the following most recent information please. The total numbers of people who requested flexible working broken down into the different directorates and the numbers of successful requests.

A1. Currently the HRPTS system does not have the functionality to allow the Trust to report on the total number of flexible working requests. The Trust is only able to report on those which were approved and resulted in a contractual change.

Please see Table 1 for the total number of staff within the Trust who have availed of flexible working agreements in 2018/19, broken down by Directorate and excluding staff with a Bank contract.

Table 1

Directorate	No. of staff with Flexible working arrangements
ADULT SERVICES	222
CHILDRENS SERVICES & SOCIAL WORK	216
FINANCE & ESTATES	20
HOSPITAL SERVICES & MEDICAL SPECIALTIES	811
HUMAN RESOURCES & CORP AFFAIRS	385
NURSING, PRIMARY CARE & OLDER PEOPLE SVS	639
PLANNING, PERFORMANCE & INFORMATICS	30
TOTAL	2,323

This figure includes the following flexible working arrangements -

- a) Temporary Change of Hours
- b) Permanent Change of Hours
- c) Personalised Hours
- d) Term Time
- e) Annualised hours
- f) Job Share
- g) Compressed Hours
- h) Work Life Balance Other