



# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9

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Wigan

WN1 1XX

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Web: [www.wwl.nhs.uk](http://www.wwl.nhs.uk)

Ref: FOI/2024/10238

Date Received: 24<sup>th</sup> October 2024

Response Due: 21<sup>st</sup> November 2024

Date: 19<sup>th</sup> November 2024

Dear Sir/Madam

With reference to your request for information received on 24<sup>th</sup> October 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

**Please may I know if your NHS Trust**

**a. owns any staff accommodation?**

Yes.

**b. If this accommodation currently available for your NHS staff to book on a short term and ad hoc basis?**

Yes, we accept short term and ad hoc bookings.

**c. Is the management of bookings of these properties (by staff) outsourced to a 3rd party?**

In-house.

**d. If the management of these properties is done inhouse, by the Trust, what software (if any) is used to manage these bookings?**

Basic spreadsheet allocation.

**e. Please may I have the name and email address of the manager of this NHS Staff Accommodation service**

It is not Trust policy to release details of non-patient facing members of staff below AfC band 8a.

The Trust does not routinely give out email addresses and direct telephone numbers of staff members, as large numbers of unsolicited emails/telephone calls, could cause disruption by blocking email accounts/telephone lines thus preventing true work-related emails/calls from being delivered. However, any of our staff can be contacted via main switchboard on 01942 244000.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Tabitha Gardner  
Chief Finance Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline number: 0303 123 111