



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department
Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI/2023/9306

Date Received: 16th October 2023

Response Due: 13th November 2023

Date: 6th November 2023

Dear Sir/Madam

You asked:

Number of, and a list of, Job Titles with a Job Descriptions and Person Specifications that require the post holder to have a formal qualification in Leadership & Management.

For example DDO (number of)

OBM (number of)

Job descriptions and person specifications are not held centrally and will be held across the organisation by recruiting managers.

Number of current managers B7 and above in the Trust

There are 1060 staff members at Band 7 and above.

The Trust cannot confirm how many of these are managers as this is not recorded centrally.

How many of those included in the number provided above have a University qualification (Bsc, BA, MSc, MA, MBA) specifically in Leadership and/or management that you have recorded.

Unable to confirm exact number as this is not recorded centrally and would take more than the legal time frame to undertake

Refusal Notice for question(s) - The information that you have requested is exempt under Section 12 of the Freedom of Information Act because it will take more than 18 hours to retrieve and extract the relevant information.

12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

Regulation 4(3) of the Fees Regulations states that a public authority can only take into account the costs it reasonably expects to incur in carrying out the following permitted activities in complying with the request:

- determining whether the information is held;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

All public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour. This means that the appropriate limit will be exceeded if it would require more than 18 hours work for all public authorities.

How many have an informal certificate in L&M (NHS Leadership Academy etc)

Unable to confirm exact number as this is not recorded centrally and would take more than the legal time frame to undertake

Refusal Notice for question(s) - The information that you have requested is exempt under Section 12 of the Freedom of Information Act because it will take more than 18 hours to retrieve and extract the relevant information.

12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit. Regulation 4(3) of the Fees Regulations states that a public authority can only take into account the costs it reasonably expects to incur in carrying out the following permitted activities in complying with the request:

- determining whether the information is held;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

All public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour. This means that the appropriate limit will be exceeded if it would require more than 18 hours work for all public authorities.

How many are registered Chartered Managers with the Chartered Management Institute.

Unable to confirm as this is not recorded centrally. Staff have to pay and maintain subscription annually from their own monies for memberships to continue.

Where do you record your staff qualification information.

- Personal files that are held across the organisation by individual managers
- Via learning hub for internal courses and mandatory training
- Digital Apprenticeship Service (Government account) for all leadership and management apprenticeships
- Excel spreadsheets for short courses

Any other information you hold in respect of Formal Leadership and Management Qualification.

N/A.

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,



Juliette Tait
Chief People 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