

Date: Thursday, 08 August 2019
Our Ref: MB/KF FIRM 3943

Sid Watkins Building
Lower Lane
Fazakerley
Liverpool L9 7BB
Tel: 0151-525-3611
Fax: 0151-529-5500
Direct Line: 0151 556 3037

Re: Freedom of Information Request FIRM 3943

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 17th July 2019.

Your request was received as follows: -

- The average amount of time it takes from a staff member requesting any reasonable adjustments to the point these are put in place, for example any equipment they may require like a large screen monitor or grab rails. This information should span the last 5 years (from 2014-2019) if reasonably possible. - I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not collate information regarding requests made for adjustments to be put in place for the last 5 years. However we can confirm we usually deal with any adjustment requests within 3 days. Under the FOI Act, we are not required to create this information in order to answer your request. I should explain that the FOI Act is to do with transparency of information held by public authorities. It gives an individual the right to access recorded information held by public authorities. The FOI Act does not require public authorities to generate information, or to answer questions, provide explanations or give opinions, unless this is recorded information that they already hold.
- The percentage of those who have additional needs/disabilities who have to take time off work waiting for reasonable adjustments to be put in place and whether this time is paid or unpaid. This information should span the last 5 years (from 2014-2019) if reasonably possible. - I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 (FOIA) that we do not collate information regarding staff who have taken time off working while waiting for reasonable adjustments to be put in place therefore we cannot provide this information. Under the FOI Act, we are not required to create this information in order to answer your request. I should explain that the FOI Act is to do with transparency of information held by public authorities. It gives an individual the right to access recorded information held by public authorities. The FOI Act does not require public authorities to generate information, or to answer questions, provide explanations or give opinions, unless this is recorded information that they already hold.

See our response above in [blue](#).

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Mr Mike Burns, Executive Lead for Freedom of Information



A SMOKE FREE SITE

www.thewaltoncentre.nhs.uk