



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID 49140 under the Freedom of Information Act 2000 regarding: -

Flexible Working

Your request is set out below:

1. How many employees within KMPT clinical staff (non-administrative roles) have flexible working agreements approved.
2. How many requests/ applications have been submitted for flexible working agreements in the last two years
3. How many of the submitted requests were approved?
4. How many were declined?
5. What were the reasons for requests being declined (if multiple reasons please provide as many as possible, thank you)
6. How many employees appealed their decision if their request was refused
7. How many employees appeals resulted in their request eventually being agreed.
8. How many employees working in NON-inpatient or rehab care environments within KMPT have an agreed flexible working hour agreed. (i.e. any service considered to be community or specialist services)

In response to Q1 – Q8 –

The information requested is not routinely collected outside normal record keeping of a personnel file. The requested information is not held centrally and is contained within the individual personnel files which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review all personnel files and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a

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Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

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.

9. Are employees that work within services that are commissioned to operate within the hours of 9-5 not permitted to work outside the hours of 9-5 through a flexible working agreement

The Flexible Working Policy advises that all employees making a request for flexible working are treated equally and fairly with all requests made treated on a case by case basis. There is no blanket restriction on working hours however, managers are required to consider several factors listed in 4.5 of the policy prior to making their decision.



Flexible Working
Policy.pdf

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department