



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 24 June 2022

Re: Freedom of Information Request
Ref: 194-2022

Thank you for your email dated the 14/06/2022, requesting information in relation to our finance department.

The information you require is as follows:

1) Current organisational chart for finance department, showing band and Wte for each post, indicating whether post is filled or vacant? [Attached – all posts current filled apart from 1x B4 Management account assistant \(R&I\) which is currently in the recruitment process.](#)

2) Are finance staff allowed to work from home? if the answer is yes can you provide the department's policy and criteria that must be met to work from home? [Yes – the policy is a minimum of 3 days per week in the office \(pro rata for part time staff\). This applies to all staff in Finance.](#)

3) For each post in the organisational chart, can you provide the current split of hours worked in the office and hours worked at home. [We are unable to provide this - as per above \(in response to question 2\), we are flexible with staff but some work 4 or 5 days in the office and there is no fixed agreement above the requirements in the response to question 2.](#)

Should you require any further information please do not hesitate to contact me on the email address provided below.

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

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and 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: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/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.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>

Kind Regards,

The Information Governance Team
Contact Email: ccf-tr.foi@nhs.net