



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 5 August 2019

**Re: Freedom of Information Request**  
**Ref: 188- 2019**

Thank you for your email dated the 16th July 2019, requesting copies of various Workforce & Organisational development policies.

The information that you require is as follows:

**I would like to request a copy of the following policies.**

**Annual Leave and Bank Holiday Leave Policy**

**Available upon request**

**Attendance Management Policy & Procedure**

**Available upon request**

**Employment Checks Policy**

**Available upon request**

**Managing Performance Policy & Procedure**

**Available upon request**

**Overpayments & Underpayments Policy**

**This policy is currently being drafted.**

**Probation Period Policy**

**Available upon request**

**Stress Management Policy**

**Available upon request**

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>**