

Freedom of Information Request	FOI 23-304	6th July 2023
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**I am writing to request information under the Freedom of Information Act 2000 that ABU holds. I would like the information to be emailed to me in electronic form. I would be grateful if you could confirm in writing that you have received this request.**

**I look forward to your response within 20 working days as outlined by the statute. Information on:**

**1. Is it ABU policy to have meetings with staff in Costa Coffee in the Royal Gwent Hospital?**

The Health Board does not have a written policy on specific locations where meetings can be held.

Please note the space/area at the Royal Gwent Hospital is leased by Costa Coffee on an annual basis and is totally independent from the Health Board. Staff in the coffee shop are also all employed by Costa Coffee and the company decide who can use the space/area.

**2. How many ABU staff meetings have been held in Costa Coffee at the RGH instead of in an on-site private office in the Royal Gwent Hospital in the last three years?**

This Health Board does not record this information.

**3. How many complaints meetings have been held in Costa Coffee in the Royal Gwent Hospital in the last three years between a manager and a staff member in relation to complaints by one staff member about another staff member?**

This Health Board does not record this information.

**4. Is it ABU policy to ask staff who are off sick due to stress to carry out work? If so can you provide a policy and how many ABU staff members have been ask to carry out work when off sick?**

It is not Health Board policy to ask staff to carry out work when they are off sick. However, it is important to maintain regular contact in accordance with the Managing Attendance at Work Policy and there may be occasions where it may be appropriate to contact a staff member about work related matters during periods of sickness absence (e.g. urgent service needs, handover of work related matters, tools or resources).

**5. How many appointed ABU disciplinary officers in the last 3 years have been removed mid-way through an investigation and replaced by a new disciplinary officer?**

In order to provide this information, the Health Board has calculated that it would take in excess of 18 hours to review each staff record for the period

requested. Therefore, in order to comply with your request, the Health Board has established that this would exceed the appropriate costs limit under Section 12 of the Freedom of Information Act 2000 which is currently £450. We estimate that it would take Health Board staff approximately 175 hours to review. This figure is based on a timescale of 30 minutes per record. The Health Board's staff will have a total of 350 records to review for the period requested, to obtain the data this would work out at approximately 175 hours @ £25.00 per hour (cost permitted under the Act) = £4,375. As you will be aware this is not an exemption which requires us to consider the application of the public interest test.

**6. How many ABU staff members have been disciplined in the last 3y for not informing their line manager if they had been arrested within a month of arrest?**

The Health Board has applied Section 40 of the Freedom of Information Act 2000. The Health Board will not provide the exact numbers due to the low numbers of individuals involved (5 or less). The Health Board believes there is a potential risk of individuals being able to be identified, when considered with other information already available within the public domain, if this was disclosed. Therefore, the data is classed as personal data as defined under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and its disclosure would be contrary to the data protection principles and constitute unfair and unlawful processing in regard to Articles 5, 6, and 9 of GDPR. We are therefore withholding this detail under Section 40(2) of the Freedom of Information Act 2000. This exemption is absolute and therefore there is no requirement to apply the public interest test.

**7. How many staff members in the last 3y have been arrested but not charged or prosecuted?**

Please refer to Q6.