

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-022024-000650

Date: 29/02/2024

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

Request

I am writing to make a Freedom of Information (FOI) request to obtain information regarding the Management of Permits to work (PTW) on your sites. Could you kindly provide details on the following:

- a. Which types of work require a Permit To Work to be completed on your sites?
- b. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?
- c. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.
- d. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work?

Response

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| a. Which types of work require a Permit To Work to be completed on your sites? | Any profession in the NHS in which the individual requires a work permit, for example, Nurses, Doctors, IT professionals etc |
| b. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit? | Yes |
| c. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits. | Visa and Immigration Sponsor Management System Home office Employer Checking Service Electronic Staff System (ESR) |
| d. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work? | Human Resources – Resourcing teams |

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust