

Our Ref: 062/2020
April 2020

Re: Your request made under the Freedom of Information Act 2000

Total number of employees working within the trust and how many of those have Term Time Only Contracts.

Please could I have this information for the last 4 years.

We are unable to provide a response to this request within the s.12 timescale of the Freedom of Information Act. These contracts are held locally by directorates and division, meaning ESR does not currently hold this information centrally.

- *The response contains an acronym "ESR" with no explanation and I don't know what it stands for.*

Electronic Staff Record – it is the digital system which the Trust uses to manage workforce, payroll and other information.

- *A full explanation for why my request has exceeded the timescale, set out in section 12, has not been included. ICO guidelines suggest setting out exactly why a request would be excessive, for example stating how my files would need to be checked and how long that would take. Whilst it is not an official requirement to do so the ICO state it is good practice, and is something they would probably consider if a complaint was submitted to them.*

Our Electronic Staff Record (ESR) system holds the contractual and personal data for employees. It does not hold data on employees who are currently, or have in the past have been, working on a term-time basis. To provide this data, every Trust manager would need to be contacted to establish if they have had staff working on a term-time contract for the last four years which would require a time commitment far beyond this type of this request.

- *There is no mention within the response of how I could narrow my request so it would fall under the 18 hour or £450 cost limit.*

Due to the number of colleagues we have and the limitations of our systems currently this is a difficult request to fulfil. It may be possible to individually ask for certain departments or services, however, you would encounter a similar time constraint when asking larger areas for this data.

- *I don't feel that you have provide me generally with advice and guidance to help me obtain the information I am requesting, in line with your section 16 duties.*

See above.