

Freedom of Information Act 2000 disclosure log entry

Reference

18-19370

Date sent

04/03/2019

Subject

Exception Reporting - Ben Powell

Details of enquiry

1. How many exception reports were submitted between September 2017 and September 2018?
 - a) How many exception reports resulted in Time Off In Lieu being given?
 - b) How many hours of TOIL were undertaken?
 - c) How many exception reports resulted in payment for extra hours?
 - d) How many fines were issued and what was the total value of the fines?
 - e) How many reports were escalated to level 1, level 2 and level 3?
 - f) How many reports led to service or rostering changes?
2. Please provide a copy of your exception reporting policy and/or guidance.
3. Please provide a copy of the most recent guardian of safe working hours report to the board.
4. What is the audit process for exception report fines?

Response Sent

1. Exception reports from the Trust's annual report Q1 – Q4 2017/18

2017 /18	Q1	Q2	Q3	Q4	Outcome of report: Time off in lieu	Outcome of report: Fines
Total exception reports	1	3	5	11	20	0

- a. 20
- b. The Trust does not hold this information in a collatable form
- c. Between Sept 2017 – Sept 2018 - None
- d. Between Sept 2017 – Sept 2018 - None
- e. Between Sept 2017 – Sept 2018 - None
- f. Due to the small numbers involved, none would lead to a change, but regular meetings address the volume and frequency of any out of hours work undertaken by trainees

It would be unusual for trainees to work outside of their individual work schedules during their normal working hours.

2. For Child and Adolescent Higher trainees, exception reporting guidance is as follows:

When the overnight work undertaken by trainees breaches the rest times in particular the interruption to 5 hours of rest between 10 and 7am an exception report is to be made and TOIL would be granted.

1. *If you work more than 10 hours on a weekend shift you need to exception reports excessive hours – this can be done for every shift you work in the month on the weekend which is not a locum.*
 2. *If you work more than 5 hours on a weekday shift you need to exception reports for excessive hours - this can be done for every shift you work in the month on the weekend which is not a locum.*
 3. *If you have not made one of the above exception reports in the month but find at the end of the month you have worked more than an hour or so over the 17 hours prepaid over the month you need to exception report for this portion of the excessive hours.*
 4. *Exception reports where a fine is levied need to be made within 7 days of the event and this will mean within 7 days of the end of the month for the point 3.*
 5. *If there are lots of exception reports being made the amount of prepaid hours on the NROC Rota may change.*
3. The Trust's most recent report on Safe Working Hours is available on our website within the February Board papers.
 4. This is in development and not currently in operation.