



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

Dear [REDACTED]

Request for Information

I write further to your request FOI ID 46524 under the Freedom of Information Act 2000 regarding: -

Remote/Hybrid Working – Policy and IT Costs

Your request is set out below:

1. Staff Count: Could you please provide the current total number of staff employed by the trust? (please could this be broken down by each year from 2019 to 2024)

2019	2020	2021	2022	2023	2024
3,228	3,447	3,555	3,587	3,808	3,912

2. Remote/Hybrid Workers: How many staff members are currently designated as remote or hybrid workers? (please could this be broken down by each year from 2019 to 2024)

The requested information is not held centrally and is contained within the individual personnel records and archive systems which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review personnel records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

3. How many days per week are hybrid employees allowed to work from home?

This can vary from one to four days per week.

4. Remote Working Policy: I would appreciate it if you could share a copy of the remote working policy implemented within the organisation.

Please find a copy of the current policy attached however, to note –

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Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

KMPT has two working styles. Fixed, where roles and duties have to be undertaken at one or more specified locations, not at home, and Hybrid, where an employee can split their time between different locations, including the workplace and remote working.

Hybrid working allows the trust to make cost savings by reducing our non-clinical sites/estate and allows individuals to work more creatively and flexibly, and from a number of sites. There are certain roles this style of working is not appropriate for (such as ward based staff). Where hybrid working is available, it is only agreed where managers are confident that the quality and safety of care people receive will be maintained, as well as the objectives of achieving cost savings and allowing individuals to work more flexibly.

5. How long has this been the policy and has it changed since the pandemic? – HR can you confirm if anything significantly has changed?

This policy has been in place since January 2022, changes are documented within this policy.

6. Monitoring Work Hours: How do you ensure that remote or hybrid workers fulfil their full contractual hours?

Line managers are advised to ensure that they set work objectives, expectations including performance measures and confirm how and when staff will work in the office as a team as per the Hybrid Working Checklist, within the policy provided.

7. Laptop Purchases in 2024: In the year 2024 so far, how many new laptops have been procured specifically for remote or hybrid working?

150 laptops including bags have been purchased so far in 2024. The Trust is unable to break this down into hybrid and non-hybrid workers as laptops are provided to all staff.

8. Cost of Laptop Purchases: What has been the total cost associated with the procurement of these laptops in 2024 so far?

The total cost so far is £162,186. The Trust is unable to break this down into hybrid and non-hybrid workers as laptops are provided to all staff.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department