

Ref: FOI/GS/ID 4897

**Please reply to:**  
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Trust Management  
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Email: mtw-tr.foiadmin@nhs.net

22 August 2018

### **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Staff rotas and unused beds or bed spaces.

*You asked:*

- 1. The number of occasions – with dates – on which any member of staff within the trust self-referred to NHS Improvement, Health Education England or any other agency/regulator due to making late changes to rotas or providing rotas late. (See below for the guidelines for rota design<sup>\*\*\*</sup>) Please provide these figures for 2016, 2017 and 2018 to date.*
- 2. The total number of beds – or bed spaces – in the trust currently unused. Please categorise with reasons if possible: IE staffing levels not sufficient/wards unfit.*

Trust response:

1. As far as we are aware no trainee has referred to any outside agencies due to late rota changes or late issuing of rotas.
2. The Trust has closed a ward as these were escalation beds, so now we have chosen not to staff them until needed again in the winter. There is also one ward which is being used to decant patients into whilst doing the deep clean on other wards as part of the deep clean timetable. The Trust has no beds or bed spaces empty for any reason other than there is not a patient admitted into them.