

25 March 2019

Information Rights & Compliance Team  
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Our Ref: FOI/03198

Thank you for your request concerning exception reporting.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**1. How many exception reports were submitted between September 2017 and September 2018?**

26 exception reports were submitted between September 2017 and September 2018.

**2. How many exception reports resulted in Time Off In Lieu being given?**

None of the exception reports resulted in TOIL.

**3. How many hours of TOIL were undertaken?**

Not applicable.

**4. How many exception reports resulted in payment for extra hours?**

7 of the exception reports resulted in payment for extra hours.

**5. How many fines were issued and what was the total value of the fines?**

None; no fines were issued.

**6. How many reports were escalated to level 1, level 2 and level 3?**

Exception Reports escalated to:	Number
Level 1	1
Level 2	0
Level 2	0

**7. How many reports led to service or rostering changes?**

None; we improved our Rota from 1:11 to 1:14 from August 2018.

**8. Please provide a copy of your exception reporting policy and/or guidance.**

Please see attached our Exception Report Policy.

**9. Please provide a copy of the most recent guardian of safe working hours report to the board.**

Please see attached our most recent Guardian of Safe Working report.

**10. What is the audit process for exception report fines?**

Our audit process for exception of report fines is:

1. Audit process is an electronic system called Allocate. All Doctors are required to log onto this system.
2. A meeting with their Clinical Supervisor takes place to agree a reason for the exception report
3. Agreement is then reached if this is in addition to rota hours or covering in the absence of a colleague
4. If payment is agreed this is noted on Allocate
5. Allocate send out an email alert to the Medical Staffing team to raise a Change of Circumstances form
6. The change of circumstances form is signed and authorised by the Clinical Supervisor

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

