



Freedom of Information Request

Ref: UHB 19-597

27 September 2019

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

1. The post title of the most senior employee in the organisation (other than the Chief Executive) with responsibility for corporate governance issues (e.g. Director of Corporate Affairs, Trust Secretary, Company Secretary or equivalent);
Director of Corporate Governance.
2. The job / role description of the employee identified in response to question 1 above;
Please see attached job description for the role of Director of Corporate Governance (former Trust Secretary).
3. A list of the posts reporting, directly or indirectly, to the employee identified in response to question 1 above, including the job / role descriptions for each of these posts;
Head of Information Governance – Please see attached job description.
Membership Engagement Manager - Please see attached job description.
Head of Legal Services - Please see attached job description.
Head of Risk Management - Please see attached job description.
Deputy trust Secretary - Please see attached job description.
4. A list of the Board Committees for which the Trust Secretariat (or equivalent) is responsible for providing direct secretariat support;
Audit Committee
Finance Committee
Quality and Outcomes Committee
People Committee
Remuneration Nominations and Appointments Committee
Council of Governors

Board of Directors

5. The post title of the most senior employee in the organisation (other than the Chief Executive) responsible for
 - (i) the Board Assurance Framework: [Head of Risk Management](#).
 - (ii) the Corporate Risk Register: [Head of Risk Management](#).
6. The post title of the most senior employee in the organisation (other than the Chief Executive) responsible for overseeing and managing the Freedom of Information function;
[Head of Information Governance](#).
7. The post title of the most senior employee in the organisation (other than the Chief Executive) responsible for Freedom to Speak Up (i.e. the person who has senior responsibility for the FTSU function).
[Director of Corporate Governance](#).
8. The post title of the most senior employee in the organisation (other than the Chief Executive) responsible for complaints.
[Head of quality \(Patient Experience and Clinical Effectiveness\)](#).

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

FOI Team
UH Bristol NHS Foundation Trust