



Date as per postmark / e-mail

John Anthony

Ref: FOI 16394

Legal Services Department

Ambulance Headquarters
Springhill
Brindley Way
Wakefield 41 Business Park
Wakefield
WF2 0XQ

E-mail: yas.foi@nhs.net

Dear John Anthony,

[Re. FOI 16394 - Response](#)

Thank you for your Freedom of Information Act (“FOIA”) request made to Yorkshire Ambulance Service NHS Trust, which the Trust received on 27 March 2023 and the timescale for disclosure began on 28 March 2023.

Your request

Please could I have a copy of the final approved ‘Bank Staff SOP’ document.

Trust response

Yorkshire Ambulance Service NHS Trust can confirm that it holds this information, please find enclosed.

The Trust hopes this response meets your requirements and if you have any queries about the information which has been provided then please contact the Legal Services Department via email at yas.foi@nhs.net. Please remember to quote reference FOI 16394 in any future communications.

If you are unhappy with the way your request for information has been handled, you can request an internal review by contacting the Legal Services Department as outlined above. The Trust will only consider requests for internal reviews, which are received within two months of the date of response. This is in line with the Information Commissioner’s Office (“ICO”) guidance which can be located here: <https://ico.org.uk/your-data-matters/official-information/>.

If you remain dissatisfied with the handling of your request or internal review, you have a right to appeal to the ICO; further information about how to appeal is available on its website at <https://ico.org.uk/make-a-complaint/>. Please note there is no charge for making an appeal.

Once again, thank you for contacting Yorkshire Ambulance Service NHS Trust.

Yours sincerely,

**Legal Services Department
Yorkshire Ambulance Service NHS Trust**

www.yas.nhs.uk

