

S Sabato
request-979889-4d87f227@whatdotheyknow.com

Date: 2 June 2023
Your Ref:
Our Ref: HC FOI 16950
Please quote reference number on all correspondence

Enquiries to: FOI Team
Email: nhsh.foirequestshighland@nhs.scot

Dear Mr Sabato

**Freedom of Information (Scotland) Act 2002 - Request Ref 16950
Raigmore Hospital Staff Accommodation**

Thank you for your request for information received on 12 May regarding the above.
Please find below an extract from your request and our response:-

Please note that there are exemptions applicable to some of the information you have requested as detailed below.

- **While I wait for your Scottish Information Commissioner's Office to commence investigating my previous requests, submitted more than a year ago, please provide:**
 1. **Copies of all the recorded information required by your country's legislation and by your local partner Highland Council to run the Glen premises from 05 May 2022 onwards, including the:**
 - **Fire Safety Scotland Act**
 - **Annual Fire Risk Assessment**
 - **5 Yearly Electrical Inspection**
 - **Annual PAT testing**
 - **CNORRIS Indemnity Insurance**
 - **Annual Heating Inspection**
 - **Annual Door/Windows Inspection**
 - **3 Monthly Legionnaire Inspections**
 - **Emergency Lighting Checks**
 - **Fire Equipment Testing**
 - **Quarterly Electrical Installation Safety Checks**

Please find attached documentation. This information is also available for you to review within the Raigmore Hospital Accommodation Office during normal office hours.



Headquarters:

Assynt House, Beechwood Park, Inverness, IV2 3BW

Chair: Sarah Compton-Bishop
Chief Executive: Pam Dudek

For the Financial Year 2023-2024, please provide:

2. Copies of the rent increase letters issued to residents.

Please see information attached.

3. Copies of the Rent Increase Notices issued to residents (as required by the Private Housing (Tenancies) (Scotland) Act 2016 and by the Cost of Living (Tenant Protection) (Scotland) Act 2022 enacted by your Scottish Parliament).

Please see information attached.

4. A detailed breakdown of all the charges and rental charges applied in every premises.

Please see information attached.

5. Full name, job position and pay band (including bonuses, awards, benefits, donations, gifts, expenses, allowances and any other contributions that they have received on top of their salaries) of the individuals within and outwith your organization involved in the decisions, processes and identification of criteria regarding the charges and rental charges that must be imposed and taken out of residents' pockets and how to use that money.

This decision is taken by the Estates Facilities and Capital Planning Directorate based on inflationary increases and Social Housing Rate Increases and is approved through Asset Management Group.

The Board maintains a register of members interests and Board members are asked to declare any financial or other interests. The register is available for public scrutiny and can be access via the following link:

<https://www.nhshighland.scot.nhs.uk/media/bijdm0rc/nhsh-register-of-interest-board-members-23-24.pdf>

According to the amount of money taken from some residents' pockets, your organization has a potential annual income of at least £142,887.04 from the Glen premises.

For the Financial Year 2022-2023, please provide:

- 6. A detailed list of the works and costs that were carried out in the Glen premises, including those carried out by external contractors and copies of the Maximo Report Works by External Contractors from 05 May 2022 onwards.**

Please see information attached.

Your staff should be monitored and assessed for competencies and compliance regularly.

Please provide:

- 7. A detailed description of the responsibilities and competencies (including the legal responsibilities and competencies) of your HR performance and systems manager, accommodation manager, head of people services, payroll manager and facilities/security manager and to whom they are accountable and to whom they have to report.**

Please find attached the following job descriptions:

- Head of People Services
- Accommodation Manager
- HR Performance and Systems Manager
- Security Manager
- Payroll Manager

| Job Title: | Accountable/Reports To: |
|------------------------------------|----------------------------------|
| Head of People Services | Deputy Director of HR |
| Accommodation Manager | Service Manager / Hotel Services |
| HR Performance and Systems Manager | Deputy Director of HR |
| Security Manager | Facilities Manager Raigmore |
| Payroll Manager | Deputy Director of HR |

8. Full name and job position of the individuals that monitored and assessed your HR performance and systems manager, accommodation manager, head of people services, payroll manager and facilities/security manager in the years 2018, 2019, 2020, 2021 and 2022 and the outcome of the monitoring and assessments.

| Job Title: | Accountable/Reports To: |
|------------------------------------|----------------------------------|
| Head of People Services | Deputy Director of HR |
| Accommodation Manager | Service Manager / Hotel Services |
| HR Performance and Systems Manager | Deputy Director of HR |
| Security Manager | Facilities Manager Raigmore |
| Payroll Manager | Deputy Director of HR |

We are unable to disclose this information the name of appraisers, or the content and outcomes of annual personal appraisals related to individual employees. This information constitutes personal data as defined in the UK General Data Protection Regulations (GDPR), the Data Protection Act 2018 in respect of which disclosure would contravene the Data Protection Principles and this constitutes a ground of exemption in terms of **Section 38(1) (b)** of the Freedom of Information (Scotland) Act 2002.

9. A copy of the formal definitions of gross misconduct and harassment currently in use in your organization, including the date, full name and job position of the individuals that wrote and introduced those definitions.

Please find attached the following policy documents:

- NHS Scotland Conduct Policy
- NHS Scotland Conduct Policy: guide to expected standards of behaviour
- NHS Scotland Bullying and Harassment Policy

In terms of the definition of gross misconduct please see attached Once for Scotland Conduct policy - please refer to the section on definitions, please also refer to expected standards of behaviour document.

For the definition of harassment please refer to the Bullying and Harassment Policy definitions in the attached policy document.

10. Unredacted copies of all the recorded information available in relation to the need to amend the formal definitions of gross misconduct and harassment that were previously in use in your organization.

The Once for Scotland Workforce policies we have attached are developed nationally in partnership with NHS Scotland employers, trade unions and the Scottish Government. These policies and associated supporting documents set the standard for employment practice all our Boards follow.

Further information on this is published on the NHS Scotland website and is accessible to you via the following link: <https://workforce.nhs.scot/>.

I hope this response is helpful. If you wish to discuss my response or have any questions about this, please do not hesitate to get in touch quoting the reference number above.

Your right to request a review

Under Section 20 (1) of the Act, if you have made a request and are unhappy with our response, you have the right to request an internal review. You can do this by making a formal request in writing to the:-

Freedom of Information Officer
NHS Highland
Assynt House
Beechwood Park
Inverness, IV2 3BW

or by email nhsh.foirequestshighland@nhs.scot

Your request should explain why you wish a review to be carried out and should be made within forty working days of receiving this letter.

Appealing to the Commissioner

If you remain dissatisfied following the investigation of your review, then you have the right to appeal to the Scottish Information Commissioner within 6 months of the date of

receiving the review response. You can request an appeal by accessing the [Online Appeal Service](#) on the Commissioner's website.

Alternatively, you can visit their website at www.itspublicknowledge.info/Appeal

If you don't wish to appeal online, you can also contact the Commissioner by email or post as follows:

Send your appeal by email

If you want to send your appeal by email, you should send your email to enquiries@itspublicknowledge.info

Send your appeal by post

If you want to send your appeal by post, you should send your letter to:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

If you need help to make an appeal, you can contact the Commissioner's Office:

Email: enquiries@itspublicknowledge.info

Telephone: 01334 464610

Further information on making an appeal to the Scottish Information Commissioner can be found on their website [here](#).

Yours sincerely

Heather Campbell
Freedom of Information Officer