



**Lincolnshire**  
Integrated Care Board

**Lincolnshire Integrated Care Board**

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06 March 2024

**FREEDOM OF INFORMATION – DECISION NOTICE**

Dear Requester

**FOI Reference Number:** 72505

I refer to your email of 13 February 2024 requesting information in relation to the ICB's policy on working from home.

I can confirm on behalf of NHS Lincolnshire Integrated Care Board (ICB) and in accordance with S.1 (1) of the Freedom of Information Act 2000 (FOIA) that we do hold some of the information that you have requested. Please see further details below:

**I would like to request the following information under the Freedom of Information Act.**

- 1. Could you please provide the current policy the ICB has on working from home for non-patient-facing staff.**  
Please see the attached file (Standard Operating Procedure (SOP) for Office/home attendance)
- 2. What rules/ expectations/ policies are set by the ICB in terms of employees working from the office?**  
Please see the attached file (Standard Operating Procedure (SOP) for Office/home attendance)
- 3. Are any staff groups exempt from these rules? If so, please give details**  
Please see the attached file (Standard Operating Procedure (SOP) for Office/home attendance)
- 4. When was this policy issued?**  
15 September 2023

**5. Please could you detail any changes to the WFH policy from a) April 2020 and b) September 2022**

Our working arrangements are set out in the SOP. Working arrangements prior to this would have been in accordance with national guidance and business continuity arrangements put in place at the time in response to the COVID-19 pandemic.

**6. Do you plan to change your work from home/ office policies in the next year? If so, please detail the changes**

We intend to undertake a review of Agile working arrangements as referred to in the SOP.

**7. How regularly is the ICB monitoring office attendance/working from home?**

Office attendance/working from home monitoring is undertaken by managers as part of their line management responsibilities in line with the SOP.

**8. How many staff in non-patient-facing roles are currently**

- Working full time from the office
- Working full time from home
- Working from office 1 day a week
- Working from office 2 days a week
- Working from office 3 days a week
- Working from office 4 days a week
- Working from office 5 days a week

Line managers are responsible for ensuring that staff attend premises appropriate to this need and therefore attendance may vary from week to week. We are therefore unable to provide a breakdown for each day as office attendance is dependent upon service/business need.

**9. Has there been any disciplinary action taken against any member of staff for not working in the office? Are any cases being investigated?**

No

I hope that this answers your queries with the information we currently hold, but if I can be of any further assistance please do not hesitate to contact me.

If 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

Arden & GEM Greater East Midlands Commissioning Support Unit  
FOI TEAM/Corporate Communications Team  
1<sup>st</sup> Floor, St John's House  
East Street  
Leicester

LE1 6NB

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided the ICB.

The Information Commissioner can be contacted at: telephone 0303 123 1113, email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) and <https://ico.org.uk/global/contact-us/>

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<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Yours faithfully

Lindsay Parker  
Senior Freedom of Information Officer

***On behalf of  
NHS Lincolnshire ICB***