

**Freedom of Information Request****Ref: UHB 17-270**

Date 4 May 2017



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

**1. The job description, (or nearest equivalent) to Executive Assistant post to Directors at your organisation.**

Please see attached.

**2. The agenda for change banding and matched job report including scoring.**

Please find the agenda for change banding included in the attached job description. We have not included the job report or the score card as we have considered that there is the potential for the individuals to be identified, when considered with other information that may be in the public domain. In our view disclosure of this information would breach the Data Protection Act. Therefore please find that Section 40 (2) exemption contained within the Freedom of Information Act 2000 is engaged. Section 40 is the exemption for personal information.

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

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

Yours sincerely,

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