



Humberside Police  
 Corporate Development Branch  
 Information Compliance Unit  
 Priory Road  
 Kingston Upon Hull  
 HU5 5SF  
 Tel: +44 (1482) 578006  
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Your Ref:  
 Our Ref: F-2013-01520

22 October, 2013

Dear XXXX

**FREEDOM of INFORMATION ACT 2000 Reference No: F-2013-01520**

Thank you for your request for Information, received at this office on 23 September, 2013, in which you requested details of the following:

1. What was the total number of days lost for your organisation due to sickness absence over the last 2 years? For guidance and to help expedite the response, I would like to clarify my request. Last 2 years defined as financial years 2011-12 & 2012-13 and may I request, that your reply be broken down to reflect the organisations structure of Directorates, (as I have no idea of your organisations structure) I have used Birmingham Council structure purely as an example (Adults & Communities), (Children, Young People & Families), (Corporate Resources), (Development), (Environment & Culture), (Homes & Neighbourhoods).
2. What is the Total number of employees (headcount broken down in to the organisational structure and also covering the same time period as requested in question 1).
3. What is the FTE (full time equivalent) broken in to the organisational structure and also the same time period as requested in question 1.

	Year 2011-12	Year 2012-13
<i>Department Name</i> Working Days Lost to sickness		
<i>Department Name</i> Head Count		
<i>Department Name</i> Average FTE		

4. During the last financial year April 2012 to March 2013 what percentage of your organisations "return to work meetings" are held and documented on:

(A) The day employee returns

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**(B) The week employee returns but not on first day**

**(C) RTW interview held outside the week employee returned or not held**

<b>RTW meeting Held</b>	<b>% of RTW</b>
<b>Day employee returns to work</b>	
<b>RTW meeting held in first week but not on day employee returned</b>	
<b>RTW interview held outside of first seven days or not held at all</b>	

**5. Please submit data contained in your reply into an Excel spread sheet.**

The Freedom of Information Act requires that this request is dealt with in a manner that is motive and applicant blind. A disclosure under this legislation is considered a disclosure to the world and is considered to be on the basis that it is in the public interest.

This response is unique to Humberside Police and you are advised not to compare this like for like with any other force's response you receive.

#### Humberside Police Response

It has been determined to retrieve all the information requested would exceed the appropriate limit of 18 hours or as a cost equivalent £450. The reason for this is that the return to work data is not collated in the manner requested. The return to work interviews are carried out by supervision and then returned to Human Resources. We would then have to look through each return to work interview form in the last 2 financial years to determine when it was completed which would take over 18 hours.

Therefore s12 of the Act applies.

Section 12 – Exemption where cost of compliance exceeds the appropriate limit.

s1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the 'appropriate limit' (18 – hours).

Activities that may be counted within our time estimations are:

- Determining if the information is held;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The following have not been included within our calculations:

- The time spent identifying information to be exempted
- The time dedicated to the process of redaction.

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Please take this as a refusal notice in accordance with section 17(5) of the Act which states; A public authority which, in relation to any request for information, is relying on a claim that section 12 or 14 applies must, within the time for complying with section 1(1), give the applicant a notice stating that fact.

Although excess cost removes the forces obligations under the Freedom of Information Act, as a gesture of goodwill, I have supplied information, relative to your request, retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request.

Please see the attached for parts 1, 2 and 3.

Please note we don't record sickness in days but in hours.

You will note in respect of sickness data for our Information Services Branch (ISB) you will see the FTE went from 47.93 in 2011/12 down to 1 in 2012/13. The reason for this is that Humberside Police and South Yorkshire collaborate on Human Resources and Information Services. The reduction in staff is because their contracts are held by South Yorkshire Police. Humberside Police does not currently hold any ISB staff in its sickness data as they have all transferred across to South Yorkshire Police. The one from 2012/13 went off on sick during the transfer process, however the hours in sickness is not reflective of just their sickness, it also takes into account the previous years sickness of other members of ISB staff.

Should you need to discuss this further please contact James Green, Information Compliance Officer on the above details.

Yours sincerely,

James Green  
Information Compliance Officer

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## Humberside Police – Freedom of Information Complaints Review Procedure

### Why Have A Complaints Process?

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Humberside Police is committed to delivering an open and transparent service whenever possible and it is our intention to commit to the principles of openness embodied in the Freedom of Information Act. We will release information to the greatest extent possible, consistent with the public interest, however we may withhold information if we consider its release would cause significant harm.

If information within a document is withheld, it will be clearly marked to show where information has been removed and the legal exemption we have used. If we decline to supply all or part of any information you have asked for we will notify you in writing giving our reasons based upon legal exemptions contained within the Freedom of Information Act.

If you are not satisfied about the way in which your Freedom of Information request has been handled you have the right to appeal. This information has been designed to help you to understand how to complain to Humberside Police. Using this process will not affect your right to complain directly to the Information Commissioner if you feel we have not complied with our obligations under the Freedom of Information Act.

### Who Can Complain?

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Anyone who has made a Freedom of Information request in writing to the Force can complain. If you have requested information and you are not satisfied with the way we have dealt with it, you can use the complaints process to have it looked at again. If someone who requested information would like to complain but cannot do so themselves, you can complain on their behalf but it will help us if you make it clear that you are doing so.

### What Can I Complain About?

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If you are not satisfied with the way we have handled your request, with the fee we have charged, or with the reasons we have given for refusing to provide information, you have the right to appeal. You can complain about the range, amount and format of information we have sent following a request. You can also complain about the way a request was handled, for example, the time it took to respond.

### How Do I Complain?

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To deal with your complaint as quickly as possible, it will help if you can give us as much information as you can about the original request made and the reason for your complaint. Please put your complaint in writing and address it to:

FOI Appeals

[Humberside Police Information Compliance Unit](#)

Police Headquarters

Priory Road

Hull HU5 5SF

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## What Happens To My Complaint?

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Once we have enough details to identify the request, we will begin the review. The Head of The Information Compliance Unit will normally review your complaint. In the more complex cases a review panel consisting of a number of senior personnel from the Force will re-examine your complaint. We aim to complete the review process within 20 days of receiving your complaint. Upon completion we will send you the findings.

## How Will I Be Notified?

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Where we have not followed procedures or have failed to provide acceptable quality of service, we will apologise and explain what we will do to ensure this doesn't happen again. If our original decision to withhold information is over-turned on appeal we will send you the additional information immediately. If we believe that our original response was correct we will let you know, and inform you of your options (see below).

## What If I'm Still Not Satisfied?

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If we have been unable to resolve your complaint and you are not satisfied you can approach the office of the Information Commissioner, who may investigate the matter on your behalf. This option is open to you at all times, but we will endeavour to address your complaint initially, as this may lead to a speedier resolution. It is the Information Commissioner who decides whether to investigate or not. We will co-operate fully with the Information Commissioner.

If you have any further questions about the complaints process, please contact the Information Compliance Unit on 01482 317097 or alternatively you can write to:

*Head of Information Compliance Unit*  
*Humberside Police Headquarters*  
*Priory Road*  
*Hull HU5 5SF*  
Email: [Informationcomplianceunit@humberside.pnn.police.uk](mailto:Informationcomplianceunit@humberside.pnn.police.uk)

Requests for a review by the Information Commissioner should be made in writing directly to:

*The Information Commissioner*  
*Wycliffe House*  
*Water Lane*  
*Wilmslow*  
*Cheshire*  
*SK9 5AF*  
**Phone: 01625 545 700**  
**[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

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