

5 February 2026

Band 8b and above, in the Belfast Trust Estates Department

Please provide, for all senior managers, Band 8b and above, in the Belfast Trust Estates Department, the following information:

1 - Rules, policies and procedures related to claiming overtime payments, the Trust paying overtime, and supporting information required for overtime payments to be authorised for payment.

Band 8a and above overtime should only be undertaken on an exceptional basis in which case they are entitled to time off in lieu (TOIL) at plain time, with management approval. Should service needs prevent the TOIL to be taken payment can be claimed at plain time rate, with Director approval.

2 - The overtime claimed by each senior manager, with this information provided for each individual role e.g. Divisional Manager Operations Musgrave Park.

Belfast Trust is unable to provide this information as it is exempt under Freedom of Information Act Section 40(2) – Personal Information relating to a 3rd Party – Disclosure would constitute a breach of the principles of the General Data Protection Regulation 2018 as it is deemed to be personal information about another individual.

3 - The overtime paid to each senior manager with this information provided for each individual role e.g. Divisional Manager Operations Musgrave Park.

As above

4 - Details of any rejected overtime claims, including the reasons for those claims being rejected.

As above

5- Rules, policies and procedures related to on call payments, the Trust paying on call allowances, and supporting information required for on call payments to be authorised for payment.

Please see attached (Payments of AFC Enhancements – Guidance for Managers).

5 February 2026

6- On call allowance claimed by each senior manager, with this information provided for each individual role e.g. Divisional Manager Operations Musgrave Park.

Belfast Trust is unable to provide this information as it is exempt under Freedom of Information Act Section 40(2) – Personal Information relating to a 3rd Party – Disclosure would constitute a breach of the principles of the General Data Protection Regulation 2018 as it is deemed to be personal information about another individual.

7 - On call allowance paid to each senior manager with this information provided for each individual role e.g. Divisional Manager Operations Musgrave Park.

As above

8 - Details of any rejected on call claims, including the reasons for those claims being rejected.

As above

9 - Please provide all the information above, specific to each individual role, from Band 8b and above in the Estates Department, for each of the last 15 whole financial years.

Belfast Trust is unable to provide this information as it is exempt under Freedom of Information Act Section 40(2) – Personal Information relating to a 3rd Party – Disclosure would constitute a breach of the principles of the General Data Protection Regulation 2018 as it is deemed to be personal information about another individual.

10 - Please also provide details of any audits or investigations undertaken by the Trust in relation to overtime and on call claims and payments in the Estates Department, along with details on how claims are validated for any individual claim e.g. if an individual claims X hours, how are the Trust assured X hours are legitimately payable.

- Proforma completed by staff member (this includes specific detail on, for example: staff number, department, date and hours worked, authorising officer)
- Proforma checked by line manager and/or authorising officer (please note: overtime and on call claims are generally agreed in advance of taking place, therefore, line manager/authorising officer will understand the expected timeframe for a task to be carried out and the planned date and time of task, prior to this taking place)
- Proforma approved or rejected by authorising officer
- If approved, proforma is submitted to Finance (in electronic/spreadsheet format)
- Finance process proforma for approval and payment