

6 February 2026

Job Descriptions for Estates Department Belfast Trust

- Head of Estates
- Head of Estates Operations
- Head of Estates Projects
- Head of Estates Risk & Environment
- Head of Estates Strategic Development
- Divisional Manager Estates Risk & Environment

Please see FOI 35767

Please provide current job descriptions and any proposed job descriptions currently in the job/grade evaluation process (as declared in a previous FOI response).

For the following departments:

- Estates Operations
- Estates Risk & Environment

These are currently in early stages of consideration, documentation not available for release at this stage please see FOI 35767

Please explain/detail:

1) The process for raising and approving works orders to contractors, including approval limits for grades 8A and above, and details of any approval required by senior grades (if any).

2) How an individual raising a works order to a contractor confirms that the work has been completed satisfactorily, before payment is made to the contractor. Does this process apply to ALL works orders/payments?

3) If any conflicts of interest are known or have been declared by any Trust Estates Divisional Managers, Heads of Departments, or the Head of Estates, in the past 7 years, which have prevented them raising works orders or approving payments to a particular contractor. If so list the contractor(s).

4) If any Estates Divisional Managers, Heads of Departments, or the Head of Estates have declared gifts or any other personal benefits, benefits in kind, received from contractors in the past 7 years. If so list the contractor(s).

5) The total cost, in the past year, spent on attendance at conferences by Estates staff. Including travel, accommodation, meals and other expenses.

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Your request has now been considered by Belfast Health & Social Care Trust (the Trust) under the Freedom of Information (FOI) Act 2000 and we would advise that this will not be processed any further for the reasons set out below.

Since December 2025 we have received 3 previous requests from you regarding the same topic. FOI 35767, FOI 35757 and FOI 36099. We have reached a decision to aggregate these requests on the basis that your requests and others are clearly linked and there is an overarching theme or common thread running between the requests in terms of the nature of the information that has been requested and the timing. In coming to this decision, we have referred to the Information Commissioner's guidance on "Requests where the cost of compliance with a request exceeds the appropriate limit" and Section 12(4) of the Act which states that, where two or more requests for information are made to a public authority by one person, or by different persons who appear to be acting in concert or in pursuance of a campaign, relate to the same or similar information, received within 60 days of each other, the estimated total cost of complying with all of them.

We have spent over 12 hours locating, retrieving and extracting information for these similar FOI requests and to fulfil this request would exceed the costs limit specified in the FOI act.

In accordance with Section 12(1) of the FOI Act, the Trust is not obliged to comply with any request for information if we estimate that the cost of complying with the request would exceed the appropriate limit of £450 (ie.18 hours at £25 per hour plus disbursements).