

Reference:	FOI.20278.26
Subject:	Infection Prevention and Control (IPC) team
Date of Request:	23 April 2026

Requested:

I would be grateful if you could provide the following information regarding the Infection Prevention & Control (IPC) leadership and IPC nursing team at Hywel Dda University Health Board, covering:

- Glangwili General Hospital
- Withybush General Hospital
- Prince Philip Hospital
- Bronglais General Hospital
- All associated community hospitals and community services across Carmarthenshire, Ceredigion, and Pembrokeshire

IPC Leadership – Names, Roles, and Contact Details

1. Please provide the name, job title, and NHS email address (where publicly releasable) for:
 - a. Director of Infection Prevention & Control (DIPC)
 - b. Deputy DIPC
 - c. Head of Infection Prevention & Control
 - d. IPC Matron / IPC Manager
 - e. Infection Prevention & Control Doctor (IPCD)
 - f. Any Consultant Microbiologists with designated IPC responsibility

IPC Nursing Team

2. For all IPC nursing staff employed by the Health Board, please provide:
 - a. Names
 - b. Job titles and
 - c. bandings
 - d. NHS email addresses (where publicly releasable)
 - e. The clinical areas, sites, or services they cover

IPC Organisational Structure

Please provide:

3. The most recent IPC organisational structure chart, including reporting lines
4. Any documentation describing how IPC services are structured across the Health Board

IPC Contact Information

5. Please provide:
 - a. Any generic IPC team email addresses
 - b. Any team telephone numbers used for clinical enquiries or staff contact
 - c. Any site-specific IPC contact details, if applicable

Additional IPC Documentation

If available, please provide:

6. The most recent IPC Annual Report
7. Any IPC governance documents or summaries produced within the last 12 months

Response:

Hywel Dda University Health Board (UHB) is unable to provide you with all the information requested, as it is estimated that the cost of answering your request would exceed the “appropriate limit” as stated in the Freedom of Information Act 2000 and the Data Protection (Appropriate Limit and Fees) Regulations 2004. The “appropriate limit” represents the estimated cost of one person spending 18 hours (or 2½ working days) in determining whether the UHB holds the information, and locating, retrieving and extracting the information.

The information requested for question 7 is unable to be provided as the request is considered too broad. To answer this part of your request, the UHB would be required to collate all IPC governance documents, produced for several working groups and committees during the time period requested. It is anticipated that this search would exceed the ‘appropriate limit’ as the documents are not centrally recorded, and with no specific theme are not easily identifiable.

The UHB is therefore applying an exemption under Section 12 of the Freedom of Information Act 2000 (FoIA), which provides an exemption from a public authority’s obligation to comply with a request for information where the cost of compliance is estimated to exceed the appropriate limit.

However, under Section 16 of the FoIA, we are required as a public authority to provide advice and assistance so far as it is reasonable to individuals who have made a request under the FoIA, this can include assisting a requestor to further refine their request.

The UHB suggests that you may refine your request by providing more specific details, such as a smaller time frame or a specific theme. However, the UHB would still be required to undertake a manual trawl of IPC documents produced, therefore, the outcome would be dependent on the details of the refined request.

Additionally, the UHB is withholding the personal information relating to third parties, which includes work email addresses. This decision has been made as it is not within the reasonable expectations of these individuals, that their personal information would be released into the public domain by the UHB as their roles are not Senior Management level. This information is classed as personal data of a third party. Therefore, it is being withheld in accordance with the exemption set out in section 40(2) of the FoIA, by virtue of section 40(3)(a) of the FoIA, which permits a public authority to withhold personal data other than the requestor’s where the disclosure would breach Data Protection principles.

This information is protected by the Data Protection Act 2018 (DPA)/UK General Data Protection Regulations (UK GDPR), as its disclosure would constitute unfair and unlawful processing and would be contrary to the principles and articles of the UK GDPR. This exemption is absolute and therefore, there is no requirement to apply the public interest test.

In reaching this decision, the DPA and UK GDPR define personal data as data that relates to a living individual who can be identified solely from that data or from that data and other information, which is in the possession of the data controller.

Under the UHB’s Section 16 duty, it provides the accessible information it holds below and overleaf.

1. The UHB does not hold the information exactly as requested as it does not employ individuals under all of the listed job titles. However, the UHB provides within the table below, the job titles,

names and email addresses for its IPC Leadership team, that match those requested the closest.

No.	Job title	Name	Email address
a.	Director of Infection Prevention and Control (DIPC)	Not held	
b.	Deputy DIPC	Not held	
c.	Head of Infection Prevention and Control	Rebecca Richards	Rebecca.richards20@wales.nhs.uk
d.	Advanced Nurse Practitioner - Infection Prevention	Susan Rees	Sue.Y.Rees@wales.nhs.uk
e.	Infection Prevention & Control Doctor	Not held	
f.	Any Consultant Microbiologists with designated IPC responsibility	Not held	

2. The UHB does not hold the information exactly as requested as it does not employ individuals under all of the listed job titles. However, the UHB provides within the table below, the job titles, names, email addresses and work location, for its IPC Nursing Team, that match those requested the closest.

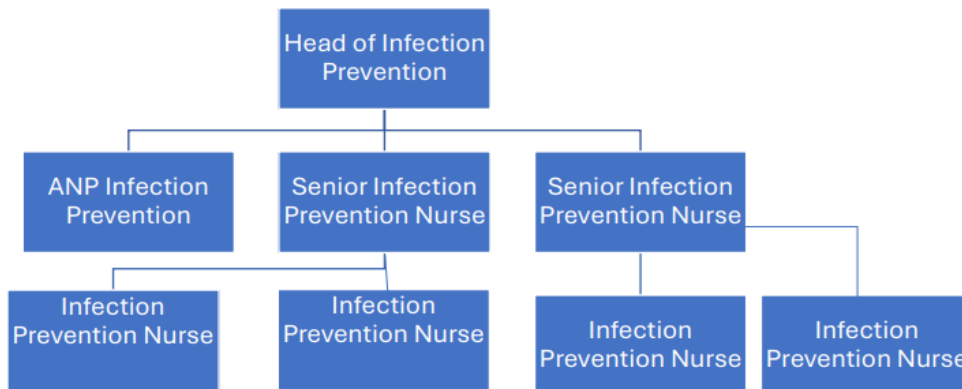
a. Name	b. Job title	c. Band	d. Email	e. Location
See response to question 1c.		8b	See response to question 1c.	HB wide
See response to question 1d.		8a	See response to question 1d.	HB wide
Tracey Nicholas	Senior Infection Prevention Nurse	7	Tracey.Nicholas@wales.nhs.uk	Withybush General Hospital (WGH)
Frances Howells	Senior Infection Prevention Nurse	7	Frances.Howells@wales.nhs.uk	Glangwili General Hospital (GGH)
S40 exemption applied	Infection Prevention Nurse	6	S40 exemption applied	Bronglais General Hospital (BGH)
	Infection Prevention Nurse	6		GGH
	Infection Prevention Nurse	6		Prince Philip Hospital (PPH)
Not held	Infection Prevention Nurse	6	Under recruitment	WGH
Rhian Davies	*Integrated Infection Prevention Nurse	7	Rhian.Davies30@wales.nhs.uk	Pembrokeshire/ Ceredigion

Shan Moses	*Integrated Infection Prevention Nurse	7	Shan.Moses@wales.nhs.uk	Carmarthenshire
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* Post jointly funded by the UHB, Public Health Wales (PHW) and the Local Authority (LA).

3. The UHB provides the IPC Organisational Structure chart below.

Organisational Chart



4. The UHB provides a copy of Policy 354 - Standard Infection Prevention and Control Precautions (SICPs) Policy, at attachment 1.

5a. The UHB does not hold the requested information, as the UHB's IPC team does not have a generic email account.

5b. The IPC teams can be contacted via the switchboard at each hospital site. The telephone numbers for each hospital have been provided below:

- BGH – 01896 826000
- GGH – 01267 235151
- PPH – 01554 756567
- WGH – 01437 764545

5c. Please see responses to questions 5a and 5b.

6. The UHB has applied an exemption under Section 21 of the FoI as the information requested is already in the public domain and accessible by another means. The most recent IPC report is included in the UHB's Annual Plan 2025/26, which is available on the UHB's website. A link to the relevant webpage has been provided overleaf.

[Annual plan 2025-26 - Hywel Dda University Health Board](#)

7. An exemption under Section 12 of the FoIA has been applied.