

# Request title: Staffing, Temporary Staff

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Date of Response: 29<sup>th</sup> October 2015

Further to your Freedom of Information request, the Trust has answered your questions in the order they appear in your request.

## Request and reply

Could you please provide by email, all information pertaining to the following

**Q1** Does your trust have a centralised temporary staff booking team?

Yes or No?

Yes

If Yes, which categories does it book for?

Nurses and HCAs and the staff lead of that team is Cindy Brookes and her email address is [cindy.brookes@nhs.net](mailto:cindy.brookes@nhs.net). For the other staff groups, each Division is responsible for booking their own temporary staff and therefore there would be multiple contacts within each division dependent on the line management structure. This information is not recorded centrally.

## Doctors (all grades)

Staff Lead Name & Position  
Contact telephone DD  
Contact email

## Nurses & HCAs

Staff Lead Name & Position  
Contact telephone DD  
Contact email

## Non-Medical & Non Clinical

Staff Lead Name & Position  
Contact telephone DD  
Contact email

## Allied Health Professionals and Health Science Services

All  
Staff Lead Name & Position  
Contact telephone DD  
Contact email  
Some (Please specify which)

If No, please provide a list of all departmental heads responsible for booking temporary staff.

Please see answer above.

**Q2** Who is your Head of Procurement and who is your Senior Buyer/Category Manager responsible for overseeing HR/Agency procurement in your trust?

- Please also provide their contact telephone DD and email addresses.

The Trusts Interim Head of Procurement is Ms Penny Hilton. Penny can be contacted via 01392 411611 or by email [penny.hilton@nhs.net](mailto:penny.hilton@nhs.net)

**Q3** Please provide your annual agency spend for 2014/15 for each of the following categories

- Doctors
- Nurses
- Non-Medical Non-Clinical
- Allied Health Professionals and Health Science Services

The Trust is not able to break down the agency spend into all of the exact categories that you have requested as its Finance system has different categories recorded. Please see the list below for the categories that the Trust records:-

<b>Account</b>	<b>Spend</b>
Non-NHS Admin & Clerical staff	1,730,057
Non-NHS Medical staff	863,736
Non-NHS Nursing staff	7,625,692
Non-NHS Other support staff	991,122
Non-NHS PAM staff	362,315
Non-NHS Technical staff	74,738
<b>Grand Total</b>	<b>11,647,660</b>

**Q4** Which procurement frameworks does the trust currently use and for which staffing categories?

Please see the attached spread sheet for this information.

**Q5** Please state if there is any “off framework” usage over the past 12 months and please detail which staffing categories and which agencies were used?

Please see the attached spread sheet for this information.

**Q6** Please provide a breakdown of the agencies used for each staffing categories with the number of hours supplied during 2014/15.

The Trust is not able to provide a breakdown of the number of hours by Agency as this information is not recorded on its Finance systems. In order to provide the exact level of detail that you have requested, a total of 19,7577 invoices would need to be manually checked which would take in excess of 18 hours, which is the appropriate limit set by the Freedom of Information Act 2000. The appropriate limit of £450 represents the estimated cost of one person spending two and a half days in locating, retrieving and extracting the information. Consequently, the Trust would then not be obliged by the Freedom of Information Act 2000 to retrieve the above information (see section 12(1)).