

## Freedom of Information Act 2000 disclosure log entry

### Reference

22-23293

### Date response sent

04/01/23

### Subject

Trust Policies and Procedures

### Details of enquiry

1. Does your organisation have a formal policy in-place for ensuring your directly employed staff are not in, in-work poverty?
2. Does your organisation employ temporary staff?
3. If so, what proportion of the workforce are temporary staff?
4. Does your organisation have a formal policy or policies in-place to minimize the proportion of the workforce that is made up of temporary staff?
5. Does your organisation pay at least the London Living Wage to all its staff i.e. those both directly employed and temporary?
6. Which of the following measures, if any, does your organisation have in-place for all its permanent full-time staff?
  - a) Help with travel costs
  - b) Debt support/ advice
  - c) Support for mental health
  - d) Support for physical health
  - e) Subsidized training courses
  - f) Cycle to work schemes
  - g) Trade Union recognition
  - h) Formal procedures for consulting staff about organisational decisions
  - i) Maternity pay above statutory levels
  - j) Paternity leave pay
  - k) Pension contributions for staff above the statutory minimum
  - l) Staff discount scheme
  - m) Savings scheme
  - n) Wages advance facility
  - o) Private medical insurance
7. Which of the following measures, if any, does your organisation have in-place for all its permanent part-time staff?
  - a) Help with travel costs
  - b) Debt support/ advice
  - c) Support for mental health
  - d) Support for physical health
  - e) Subsidized training courses
  - f) Cycle to work schemes
  - g) Trade Union recognition
  - h) Formal procedures for consulting staff about organisational decisions
  - i) Maternity pay above statutory levels
  - j) Paternity leave pay
  - k) Pension contributions for staff above the statutory minimum
  - l) Staff discount scheme

- m) Savings scheme
  - n) Wages advance facility
  - o) Private medical insurance
8. Which of the following measures, if any, does your organisation have in-place for all its temporary (e.g. agency and contract) staff?
    - a) Help with travel costs
    - b) Debt support/ advice
    - c) Support for mental health
    - d) Support for physical health
    - e) Subsidized training courses
    - f) Cycle to work schemes
    - g) Trade union recognition
    - h) Formal procedures for consulting staff about organisational decisions
    - i) Maternity pay above statutory levels
    - j) Paternity leave pay
    - k) Pension contributions for staff above the statutory minimum
    - l) Staff discount scheme
    - m) Savings scheme
    - n) Wages advance facility
    - o) Private medical insurance
  9. Does your organisation procure, from private suppliers, goods and/ or services required for its internal functioning (e.g. security, cleaning, estate maintenance, IT support, HR, catering, waste disposal services, finance, etc)?
  10. Does your organisation have procurement policies in-place which ensure that those working for entities supplying goods and/ or services to it, are not in, in-work poverty?
  11. Does your organisation have procurement policies in-place which require the entities supplying goods and/ or services to it, to pay those workers employed by those suppliers and delivering such goods and/ or services, (at least) the London Living Wage?
  12. Does your organisation have procurement policies in-place which require the entities supplying goods and/ or services to it, to ensure the workers employed by those suppliers and delivering those goods and/ or services, are employed on permanent full-time contracts?
  13. Does your organisation require (in contractual terms and conditions) the entities supplying goods and/ or services to it, limit the proportion of workers they have delivering such goods and/ or services that are on temporary contracts?
  14. Does your organisation have arrangements in place for procuring services for the public, that your institution is under a duty to provide, from private suppliers?
  15. Does your organisation have procurement policies in-place which aim to ensure that those people working for entities supplying services to the public on a contracted-out basis on your institutions behalf, are not in, in-work poverty?
  16. Does your organisation require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, to pay the workers that they have delivering such services, at least the London Living Wage?
  17. Does your organisation require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, to ensure they employ all those workers that are delivering such services, on permanent full-time contracts?
  18. Does your organisation require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, limit the proportion of workers they have delivering such services that are on temporary contracts?

## Response sent

The Trust's response to most of your 63 questions is that the Trust publishes all its policies and procedures on its website, so where such a policy/procedure exists, you will find it posted and publicly available on our website, within our Policies and Procedures section, which may be reached via [Policies and procedures \(tavistockandportman.nhs.uk\)](https://www.tavistockandportman.nhs.uk/policies-and-procedures)

This means that Under Section 21 of the Freedom of Information Act 2000, we are not required to provide you with copies of those documents as they are already reasonably accessible to you, and this fulfills our regulatory obligations to respond to those specific questions.

The Trust's response to all the remaining questions is as follows:

2. Does your organisation employ temporary staff?  
Yes
3. If so, what proportion of the workforce are temporary staff?  
10.7%
5. Does your organisation pay at least the London Living Wage to all its staff i.e. those both directly employed and temporary?  
Yes

**Does your organisation:**

9. procure, from private suppliers, goods and/ or services required for its internal functioning (e.g. security, cleaning, estate maintenance, IT support, HR, catering, waste disposal services, finance, etc)?  
Yes
10. have procurement policies in-place which ensure that those working for entities supplying goods and/ or services to it, are not in, in-work poverty?  
No
11. have procurement policies in-place which require the entities supplying goods and/ or services to it, to pay those workers employed by those suppliers and delivering such goods and/ or services, (at least) the London Living Wage?  
No
12. have procurement policies in-place which require the entities supplying goods and/ or services to it, to ensure the workers employed by those suppliers and delivering those goods and/ or services, are employed on permanent full-time contracts?  
No
13. require (in contractual terms and conditions) the entities supplying goods and/ or services to it, limit the proportion of workers they have delivering such goods and/ or services that are on temporary contracts?  
No
14. have arrangements in place for procuring services for the public, that your institution is under a duty to provide, from private suppliers?  
No
15. have procurement policies in-place which aim to ensure that those people working for entities supplying services to the public on a contracted-out basis on your institutions behalf, are not in, in-work poverty?  
No
16. require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, to pay the workers that they have delivering such services, at least the London Living Wage?

No

17. require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, to ensure they employ all those workers that are delivering such services, on permanent full-time contracts?

No

18. require (in contractual terms and conditions) the entities supplying services to the public on a contracted-out basis on your institution's behalf, limit the proportion of workers they have delivering such services that are on temporary contracts?

Not applicable