

Freedom of Information Act 2000 disclosure log entry

Reference

18-19255

18-19273 (Additional Questions)

Date sent

23/11/18

Subject

Temp Staff bookings

Details of enquiry

1. Does your trust have a centralised temporary staff booking team? Yes or No?
2. Does your trust have a centralised temporary staff booking team specifically for Non-Medical Non-Clinical Staffing? Yes or No?
3. If Yes, which categories does it book for?
 - a. Admin & Clerical
 - Staff Lead Name & Position
 - Contact telephone DD
 - Contact email
 - b. Corporate Functions
 - Staff Lead Name & Position
 - Contact telephone DD
 - Contact email
 - c. Ancillary Functions
 - Staff Lead Name & Position
 - Contact telephone DD
 - Contact email
 - d. IT Professionals
 - Staff Lead Name & Position
 - Contact telephone DD
 - Contact email
 - e. Legal Supply
 - Staff Lead Name & Position
 - Contact telephone DD
 - Contact email
 - f. Some (Please specify which)
If No, please provide a list of all departmental heads responsible
4. Who is your Head of Procurement
 - 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.

5. Please can you provide your annual agency spend for 2017/18 for each of the Non-Medical Non-Clinical staffing categories?
 - Admin & Clerical
 - Corporate Functions
 - Ancillary Functions
 - IT Professionals
 - Legal Supply
6. Which procurement frameworks does the trust currently use for Non-Medical Non-Clinical Staffing?
7. Do you use a Master Vendor model for your agency Non-Medical Non-Clinical staffing requirements?
If Yes, can you confirm the following details:
 - Name of Master Vendor
 - Agency Contact Name
 - Agency Contact Email
 - Agency Contact Number

Response Sent

1. Does your trust have a centralised temporary staff booking team? Yes or No?
Yes
2. Does your trust have a centralised temporary staff booking team specifically for Non-Medical Non-Clinical Staffing? Yes or No?
No – they cover all specialties both clinical and non-clinical
3. If Yes, which categories does it book for?
All of the (categories) below are booked by the central team
 - a. Admin & Clerical
 - b. Corporate Functions
 - c. Ancillary Functions
 - d. IT Professionals
 - e. Legal Supply
4. Who is your Head of Procurement
 - 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 Trust does not disclose the names of staff below director level. Terry Noys, Deputy Chief Executive and Director of Finance holds procurement within his portfolio.
5. Please can you provide your annual agency spend for 2017/18 for each of the Non-Medical Non-Clinical staffing categories?
 - Admin & Clerical
 - Corporate Functions
 - Ancillary Functions
 - IT Professionals
 - Legal Supply

Please note that your given categories are not defined and do not follow any meaningful categorisation within our systems.

For this reason we have provided a breakdown below, based on our ledger system.

 - Support to Clinical Depts £161,256
 - IT £12,827
 - Other Corporate Functions £399,662

6. Which procurement frameworks does the trust currently use for Non-Medical Non-Clinical Staffing?
[Crown Commercial Services](#)
7. Do you use a Master Vendor model for your agency Non-Medical Non-Clinical staffing requirements?
[No](#)