

## Freedom of Information Act 2000 disclosure log entry

### Reference

19-20021

### Date sent

01/05/2019

### Subject

Staff Bank Usage

### Details of enquiry

1a) - please can you confirm whether your Trust has either a) an in-house staff bank or b) outsourced staff bank or c) other service provision or d) not applicable, i.e. staff not required by the Trust, for the following staff groups:

- administrative services staff
- allied health professionals
- emergency services staff
- health science services staff
- 'registered' nursing and midwifery staff
- 'unregistered' nursing and midwifery staff
- medical and dental staff
- personal social services staff
- support services staff.

It would be helpful to me if you could please reply in the following format: administrative services staff = c; allied health professionals = a; emergency services staff = d and so on.

FOI question no. 1b) - where you have not answered a) (an in house staff bank) to question 1a), please elaborate as follows:

- i) if any staffing category has received an answer of b) (an outsourced staff bank), please confirm the name of the outsourced staff bank service provider. For example, this could be either NHS Professionals or Pulse Healthcare Ltd. trading as Bank Partners or Reed Specialist Recruitment Ltd. or other service provider.
- ii) if any staffing category has received an answer of c) (other service provision), please confirm the nature of the other service provision. For example, this could be full, or in part, reliance on agency staff.

It would be helpful to me if you could please reply in the following format: administrative services staff = c, reliance on agencies; nursing and midwifery staff = b, name of outsourced staff bank service provider and so on

FOI question no. 2a) - where you have answered b) (an outsourced staff bank) to question no. 1a), please confirm whether - in line with the Public Contract Regulations 2015 - you have entered a contract with that service provider under either:

- a) a locally procured contract; or
- b) called-off from an NHS accessible framework agreement, such as Crown Commercial Services RM1072 Workforce management services or Healthtrust Europe Total workforce solutions framework; or

c) other

Where you have not entered a contract, please confirm accordingly.

FOI question no. 2b) - where you have answered b) (called-off from an NHS accessible framework) to question no. 2a), please confirm the framework, for example, Crown Commercial Services RM1072 Workforce management services framework.

FOI question no. 2c) - where you have answered c) (other) to question no. 2a), please elaborate.

FOI question no. 2d) - where you have entered into a contract, for the most recent 12 month period, i.e financial year 2018/19, please confirm the contract's :

a) overall annual value (£/pence excl. VAT). For example, £1 million excl. VAT.

Please note that this request is in relation to the provision of outsourced staff bank services only and should include any annual management fees, operational (transaction) costs, i.e.volume related hourly fees for the provision of bank workers and/or agency workers. Please do not include any other agency related spend.

b) overall annual value by staffing type (£/pence excl. VAT), for example, 'qualified' nursing and midwifery staff = £250,000 excl. VAT; 'unregistered' nursing and midwifery staff = £150,000 excl. VAT and so on.

Please note that this request is in relation to the provision of outsourced staff bank services only and should include operational (transaction) costs, i.e.volume related hourly fees for the provision of bank workers and/or agency workers. Please do not include any other agency related spend.

FOI question no. 2e) - where you have entered into a contract, please confirm the contract's:

- a) commencement date;
- b) expiry date of any initial term; and
- c) expiry date of any applicable extension periods if taken.

For example, if the contract entered commenced on 1st April 2018 for an initial period of 2 years with an option to extend by up to 2 years, then I would be looking for your reply to be as follows:

- a) 01/04/2018;
- b) 31/03/2020;
- c) 31/03/2022.

FOI question no. 2f) - where your contract's initial or extended term is due to expire in the next 12 months, i.e. during financial year 2019/20, please confirm whether your Trust intends to:

- a) bring the outsourced managed staff bank service back in-house; or
- b) establish another local procured contract, advertising the business opportunity in line Public Contract Regulations 2015; or
- c) call-off again from an NHS accessible framework agreement, such as Crown Commercial Services or Healthtrust Europe.

FOI question no. 2g) - where you have answered c) (call-off again from an NHS accessible framework) to question no. 2f), please confirm the framework the Trust is likely to use, for example, Healthtrust Europe Total workforce solutions framework. If not yet known, please confirm accordingly.

FOI question no. 2h) - where you have answered c) (call-off from an NHS accessible framework) to question no. 2f), please confirm whether this outsourced staff bank contract shall be:

- a) relevant to the Trust only; or
- b) a collaborative contract including other trusts from across your and/or neighbouring STP's footprint?

FOI question no. 3 - for the most recent 12 month period, i.e. financial year 2018/19, please confirm the effectiveness of the Trust's staff bank as follows:

- a) monthly bank filled rate, broken down by staff type. For example, registered nursing and midwifery staff = 40%; and
- b) monthly agency filled rate, broken down by staff type. For example, registered nursing and midwifery staff = 40%; and
- c) monthly unfilled rate, broken down by staff type. For example, registered nursing and midwifery staff = 20%.

Where this monthly information is not readily available, please provide an annual average percentage rate instead.

FOI question no. 4a) - please can you confirm either 'Yes' or 'No' whether:

- i) there is a member, or members, of your Trust's Board who is accountable for the effective management of temporary staffing and in turn the reduction of agency spend? making effective use of staff banks overseeing the use of temporary staff; and
- ii) temporary staff usage is regularly discussed at Board meetings?

FOI question no. 4b) - where you have answered yes to question 4a)i) (there is an accountable member, or members, of your Trust's Board), can you please tell me whether the relevant persons concerned are either:

- a) a non-executive; or
- b) an employee of the Trust? If a Trust employee, please elaborate by confirming the role (not their name) of that person within the Trust.

## Response Sent

- 1a) Please can you confirm whether your Trust has either a) an in-house staff bank or b) outsourced staff bank or c) other service provision or d) not applicable

administrative services staff	in house bank
allied health professionals	in house bank
emergency services staff	Not applicable
health science services staff	in house bank
'registered' nursing & midwifery	in house bank
'unregistered' nursing & midwifery	Not applicable
medical and dental staff	in house bank
personal social services staff	in house bank
support services staff	in house bank

- 1b) where you have not answered a) (an in house staff bank) to question 1a), please elaborate as follows:  
**The two staff groups where we do not have a bank is because these staff do not form part of our workforce.**

- i) if any staffing category has received an answer of b) (an outsourced staff bank), please confirm the name of the outsourced staff bank service provider.

Not applicable.

- ii) if any staffing category has received an answer of c) (other service provision), please confirm the nature of the other service provision.

Not applicable

- 2a) where you have answered b) (an outsourced staff bank) to question no. 1a), please confirm whether - in line with the Public Contract Regulations 2015 - you have entered a contract with that service provider under either:

- a) a locally procured contract; or  
b) called-off from an NHS accessible framework agreement, such as Crown Commercial Services RM1072 Workforce management services or Healthtrust Europe Total workforce solutions framework; or  
c) other

Not applicable

- 2b) where you have answered b) (called-off from an NHS accessible framework) to question no. 2a), please confirm the framework, for example, Crown Commercial Services RM1072 Workforce management services framework.

Not applicable

- 2c) where you have answered c) (other) to question no. 2a), please elaborate.

Not applicable

- 2d) where you have entered into a contract, for the most recent 12 month period, i.e financial year 2018/19, please confirm the contract's :

- a) overall annual value (£/pence excl. VAT). For example, £1 million excl. VAT.

Not applicable

- b) overall annual value by staffing type (£/pence excl. VAT), for example, 'qualified' nursing and midwifery staff = £250,000 excl. VAT; 'unregistered' nursing and midwifery staff = £150,000 excl. VAT and so on.

Not applicable

- 2e) where you have entered into a contract, please confirm the contract's:

- a) commencement date;  
b) expiry date of any initial term; and  
c) expiry date of any applicable extension periods if taken.

Not applicable.

- 2f) where your contract's initial or extended term is due to expire in the next 12 months, i.e. during financial year 2019/20, please confirm whether your Trust intends to:

Not applicable.

- 2g) where you have answered c) (call-off again from an NHS accessible framework) to question no. 2f), please confirm the framework the Trust is likely to use, for example, Healthtrust Europe Total workforce solutions framework. If not yet known, please confirm accordingly.

Not applicable.

- 2h) where you have answered c) (call-off from an NHS accessible framework) to question no. 2f), please confirm whether this outsourced staff bank contract shall be:

- a) relevant to the Trust only; or  
b) a collaborative contract including other trusts from across your and/or neighbouring STP's footprint?

Not applicable.

3. for the most recent 12 month period, i.e. financial year 2018/19, please confirm the effectiveness of the Trust's staff bank as follows:

- a) monthly bank filled rate, broken down by staff type.
- b) monthly agency filled rate, broken down by staff type.
- c) monthly unfilled rate, broken down by staff type.

Where this monthly information is not readily available, please provide an annual average percentage rate instead.

Annual average Bank 97%

Annual agency 3%

4a) please can you confirm either 'Yes' or 'No' whether:

- i) there is a member, or members, of your Trust's Board who is accountable for the effective management of temporary staffing and in turn the reduction of agency spend? making effective use of staff banks overseeing the use of temporary staff;

Yes

- ii) temporary staff usage is regularly discussed at Board meetings?

No, our utilisation is very low.

4b) where you have answered yes to question 4a)i) (there is an accountable member, or members, of your Trust's Board), can you please tell me whether the relevant persons concerned are either:

- a) a non-executive; or
- b) an employee of the Trust? If a Trust employee, please elaborate by confirming the role (not their name) of that person within the Trust.

Our response is that b) applies. It is the Director of Human Resources and Corporate Governance