Request for information under the Freedom of Information Act - 7467

With regard to your email of 26 July 2017 requesting information regarding the utilisation of bank staff, please find detailed below your original request and our response:

**Original request:**
**I am researching NHS organisations use of internal banks. The purpose of the FOI is to understand how all trusts are currently utilising bank staff, and any plans and strategies to grow them.**

**Could you please return your response to my request in an Excel format**

Please find attached as Appendix A the duly completed questionnaire.

Please note that we have added some notes to the end of your questionnaire, which I have also summarised below:

- **Question 4**  Please note that HCAs and all clinical support workers are included in the nursing and midwifery category
- **Question 5**  The data entered is data as of this month, August 2017. The system we use is "live" which means we are unable to review retrospective data
- **Question 18d**  Please note that Recruitment's electronic system does not store records after 12 months, therefore this data does not include records prior to July 2016.
- **Question 18e**  Please note that Recruitment's electronic system does not store records after 12 months, therefore this data does not include records prior to July 2016.

To provide accurate data for questions 5, 18d and 18e would require the manual extraction and review of records from various sources which would exceed the appropriate cost limit as set out in Section 12 (1) of the Freedom of Information Act 2000 and is therefore exempt.

I have detailed below the relevant excerpt of the act for Section 12.

**Section 12**
12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

You have requested for the attached spreadsheet to be sent in excel format however it is Trust policy for all responses and data supplied under the Freedom of Information Act 2000 to only be released in PDF format and there are governance reasons that mean we are not able to release information in a format that could be edited.

Section 11 of the Freedom of Information Act covers the means of communicating the information and ICO guidance states that Section 11(a) refers specifically to “a copy of the information in a permanent form acceptable to the applicant”. This is considered to mean...
that a requestor can ask for a copy of the information in the form that they prefer, e.g. hard copy, electronic etc. It does not oblige the public authority to comply with a request for a particular software format or file type.

It is also important to remember that when information is released under the Freedom of Information Act it is effectively released into the public domain giving anyone access to that information, therefore we would not be able to release information in any format that could lead to it being edited.
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**Medical & AHP Internal Bank**

**Answers**

Compliance of registration, etc is reviewed during recruitment process. Training compliance is reported monthly and reviewed - workers notified of compliance via monthly emails and restricted from working as necessary. Professional registration is reviewed monthly by HR and reported, this is also recorded in electronic bank system and bookings unable to be made. This is applicable to all roles where appropriate.

This is monitored via the electronic system used and for those staff who are both substantive and bank, is overseen by their substantive line manager via their substantive roster that records all duties worked.

This decision was made when the bank was implemented in April 2015. It negates the need to record and manage annual leave for large numbers of workers.

We pay bank workers who also have substantive roles at the same pay point. The only exception being if their substantive role is graded higher than the role required to be filled via the bank. In this situation, we pay top pay point for the lower grade required via the bank for such duties.

KCHFT is currently reviewing these arrangements.

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Bank workers have advance visibility and ability to fill vacant temporary duties immediately as the duties are sent to bank to fill. Services are required to complete their substantive rosters a minimum of 6-8 weeks in advance. Bank workers are given priority over and above other temporary workers and booked duties “bumped” in favour of bank workers where appropriate. Yes.

All payroll for KCHFT is outsourced.

NHS jobs, journals, internal recommendations, recruitment fairs, referrals from substantive recruitment.

NHS jobs, professional “publications” as appropriate. Recommendations to bank via service staff and internal applications.

Review numbers of applications and successful recruitment. Reviewing reasons for unsuccessful appointments to learn lessons and review processes.

Difficult to report accurately and monthly and targeted adverts published for both specific and generic bank roles.

295

112

805

2016/17

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This is currently being reviewed in light of STP collaborative work.

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