

Ref: FOIA Reference 2018/19-509

**Royal Stoke University Hospital**  
**Quality, Safety and Compliance Department**  
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Stoke-on-Trent  
Staffordshire  
ST4 6QG

Date: 19<sup>th</sup> December 2018

Tel: 01782 676474  
Email [FOI@uhn.nhs.uk](mailto:FOI@uhn.nhs.uk)

Dear

I am writing in response to your email dated 23<sup>rd</sup> November 2018 requesting information under the Freedom of Information Act (2000) regarding Compliance (DBS) and Reference Checks.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 Please could you answer the following questions relating to Compliance (DBS) and Reference Checking under the Freedom of Information Act (2000)?**

**1. Does your organisation have a central repository for data relating to reference checking and DBS?**

A1 This information is not held centrally.

**Q2 Is the compliance (DBS) and reference checking process within the organisation automated or manual?**

A2 Please see below:

- DBS Checks - the applicant completes an application for a DBS check on line. The Trust confirms, via the website, that the DBS has been completed.
- Reference Checks – reference request information is automated

**Q3 What compliance (DBS) and reference checks are conducted on the below staffing groups:**

- a) Nursing and Midwifery**
- b) Medical and dental**
- c) Non-Medical Non-Clinical**

A3 Posts are assessed on an individual basis to establish if a DBS check is required. The Hiring Manager follows a decision tree process to determine if the post requires a DBS check, the level of disclosure and which Self Declaration Form is required. Posts requiring a DBS check are those:

- Those covered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?
- The position is a Regulated Activity with children and/or adults as defined by the Safeguarding Vulnerable Groups Act (amended by the Protection of Freedoms Act 2010)? Or where the position was eligible for an enhanced disclosure before the 10th September
- The position is not 'regulated activity' but does involve the individual having access to patients in the course of their normal duties

**Q4 What is the average time for the organisation to get a return on a DBS compliance check and references in 2017/18?**

A4 References average time

- Nursing and Midwifery / general recruitment – 9.4 days
- Medical 10.4 days

DBS - the average DBS turnaround time and the average turnaround time from the date the application is created to the date it is completed.

- The average turnaround time for the DBS is 7.2 days.
- The average turnaround time from created date to complete is 20 days.

**Q5 How many compliance (DBS) checks are conducted, on average each month in 17/18?**

A5 120.5 completed average per month data from Oct 2017 – Oct 2018

**Q6 How many staff on average, are involved in compliance and reference checking process in 2017/18?**

A6 Please see below:

- Recruitment Team = 11
- Nurse Bank = 2
- Medical Staffing = 5

Please note: these teams complete the full recruitment process and are not dedicated solely to compliance and reference checking

**Q7 How many hours per month, on average are spent on compliance (DBS) and reference checking in 2017/18?**

A7 Information not held

**Q8 Does your organisation currently have a third-party provider for compliance (DBS) and reference checking?**

- a) If yes, please list the supplier(s)**
- b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?**
- c) Contract Start Date**
- d) Contract End Date**
- e) Did you use a framework to procure their services?**
- f) If yes, what framework did you procure them through?**

A8 Please see below:

a) If yes, please list the supplier(s)	Security Watchdog
b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?	Data not held. Costs are for full recruitment process only. Note: Candidates fund the cost of their own DBS checks
c) Contract Start Date	July 2015
d) Contract End Date	On-going until either party terminates
e) Did you use a framework to procure their services?	Yes
f) If yes, what framework did you procure them through?	The service is covered under the Crown Commercial Services Framework RM1042 Lot 3

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.



University Hospitals  
of North Midlands  
NHS Trust

Yours,

*L Carlisle*

Leah Carlisle  
Deputy Head of Quality, Safety & Compliance

