Southend University Hospital NHS

NHS Foundation Trust

May 2012

1) *For the financial years 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, please specify:*
   a. the trust's total revenue expenditure on staff salaries and wages
   b. the total amount spent on agency staff salaries and wages
   c. the expenditure on agency staff as a percentage of total paybill

Year	Total Pay Costs £'000	Agency Spend £'000	% of Pay Bill
2007/08	134,169	3,961	3.0
2008/09	144,847	6,900	4.8
2009/10	152,971	8,490	5.5
2010/11	159,829	8,216	5.1
2011/12	161,550	6,049	3.7

2) *For the financial years 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, please specify the total amount spent by the trust on:*
   a. Locum doctors
   b. Agency nurses or midwives
   c. Freelance clerical staff

Year	Agency Doctors £'000	Agency Nurses £'000	Agency Clerical £'000
2009/10	3,400	2,100	594
2010/11	3,875	1,578	221
2011/12	2,873	1,190	425

Please note we can only provide data with the above split, for the past 3 years.

3) *Please list the providers of locum and agency staff used by the Trust:*
   a. in the financial year 2011/12
   b. at present
   c. in the financial year 2005/6

The Trust sources most Agency staff using the Government Procurement Service http://www.buyingsolutions.gov.uk/healthcms/ approved suppliers. This organisation has a specific remit for NHS purchasing and they arrange contracts and framework agreements for our use.

4) *If only one company is listed in answer to either 3a and 3b, can you confirm that the company in question was awarded an exclusive contract as the result of a competitive tender.*

Please see our response to question 3 above.

5) *Does the Trust have any contractual or financial arrangement in place with NHS Professionals Ltd?*

   The Trust has no specific contractual arrangement with NHS Professionals Ltd.

6) *Please provide me with the number of staff who retired in the financial year 2011/12*

The total number of Staff who retired in 2011/12 was 82.

7) *Of the retirees you've listed in answer to Q6, please confirm how many were subsequently replaced by:*

   a. permanent, full-time member of staff
   b. temporary agency or locum cover

   We are unable to match which vacancies, made by the retirees in question 6 above, were filled by either a permanent full time member of staff or by temporary agency or locum cover. However, we can provide the attached spread sheet which shows the number of shifts worked by Agency Nurses and Locum Doctors, which you may find helpful.

8) *Between January 2009 and the end of March 2012, what were the ten highest rates paid to agency staff for shifts? In each case, please specify:*

   a.   the number of hours worked by the member of staff in question
   b.   the type of work carried out by the member of staff (i.e. the job role and the department)
   c.   the total amount paid for the shift
   d.   the organisation through which the shift was arranged (i.e. the locum agency, nurse bank or nurse recruitment agency in question).

   We may hold the information requested, but this information is not recorded in a way that is easily retrievable. We do not currently have a document containing the specific data that you have requested and our current systems are unable to provide a breakdown of data in the exact manner sought. To retrieve and collate the requested information would involve going through each individual agency invoice and we have estimated that this would take more than 18 hours involving costs which would exceed the appropriate fee limit of £450 set out under Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2007.

   The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days (at a rate of £25 per hour) to determine whether the Trust holds the information requested; then locating, retrieving and extracting that information.

   Having regard to section 12 of the Freedom of Information Act, in circumstances where the fee limit is likely to be exceeded, then the Trust is not

obliged to respond to the request. Accordingly, we are sorry, but on this occasion we will not be processing this part of your request further.

9) *Vacancies:*

   a. How many locum doctors or agency nurses were employed to fill a vacancy in the financial year 2011/12?
   b. Of the instances listed in part a, how many were advertised via the Trust's website or nhs.jobs.uk beforehand?

We may hold the information requested to respond to the question above, but this information is not recorded in a way that is easily retrievable. There is no single document containing the specific data that you have requested and our current systems are unable to provide a breakdown of data in the exact manner sought. Answering these questions would involve manually identifying every vacancy within the time period specified and for those that we have advertised, checking either the online file or paper file to identify any cover arrangements; checking if the vacancies identified match up with any bookings via the Bank system; matching any agency / bank cover arrangements against specific vacancies, and then looking at the method of recruitment.

We have estimated that this would take more than 18 hours involving costs which would exceed the appropriate fee limit of £450 set out under Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2007.

The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days (at a rate of £25 per hour) to determine whether the Trust holds the information requested; then locating, retrieving and extracting that information.

Having regard to section 12 of the Freedom of Information Act, in circumstances where the fee limit is likely to be exceeded, then the Trust is not obliged to respond to the request. Accordingly, we are sorry, but on this occasion we will not be processing this part of your request further.

10) *Overtime: Please confirm if your trust has a policy which limits the amount of overtime, bank or locum work that staff working in the following divisions can take on in addition to their core duties:*

   - *Admin and clerical (including senior management)*
   - *AHP/HSS (Including scientific and technical roles)*
   - *Medical locums (with consultant costs identified separately)*
   - *Nursing (preferably split between qualified, unqualified and midwifery)*

We do not have a specific overtime policy, but please see:

- PP-32 Rostering – as attached.
- Trust local terms and conditions – as attached.

- Agenda for Change
  http://www.nhsemployers.org/SiteCollectionDocuments/AfC_tc_of_service
  _handbook_fb.pdf
- Doctors national terms and conditions Medical pay

11) European Working Time Directive

a. Does the trust measure compliance with the European Working Time Directive?
b. If the answer to part a is yes, please tell me the percentage of staff shifts which are compliant with the European Working Time Directive.
c. Of your staff, how many have signed a waiver or opt out allowing them to work hours in excess of the limit set down by the European Working Time Directive. Please provide this figure as: i. A total, ii. A percentage of your total workforce

We do not formally monitor the European Working Time Directive, although if timesheets are submitted for any additional work over and above the employee's contract which indicates that an employee has exceeded the 48 hour limit (over a reference period) these are addressed on an individual basis. Doctors who are employed in a substantive post, and are also on our bank of Locum doctors, do sign a waiver.

The numbers to answer question 11c) are as follows:

i. A total = 200
ii. A percentage of your total workforce 200 / 4576 (headcount for Trust workforce) = 4.37%

12) Management consultants. During the financial years 2008/09, 2009/10, 2010/11, 2011/12, how much did the trust spend on:

a.   external management consultants
b.   external PR and communications?

With regard the questions you have raised, in the first instance, I would like to reassure you the Trust's aim always to provide information requested under the provision of the Freedom of Information Act 2000, as long as the information exists and no exemptions apply.

However, with regard your questions whilst we may hold the information requested this is not recorded in a way that is easily retrievable. There is no single document containing the specific data that you have requested and our current systems are unable to provide a breakdown of data in the exact manner sought. The spend between Management Consultants and other non-Management Consultants is not held separately. To retrieve and collate the requested information would involve a manual search of a significant amount of invoices, to analyse and determine which projects the consultants were assigned to. We have estimated that this would take more than 18 hours involving costs

which would exceed the appropriate fee limit of £450 set out under Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2007.

The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days (at a rate of £25 per hour) to determine whether the Trust holds the information requested; then locating, retrieving and extracting that information.

Having regard to section 12 of the Freedom of Information Act, in circumstances where the fee limit is likely to be exceeded, then the Trust is not obliged to respond to the request. Accordingly, we are sorry, but on this occasion we will not be able to fully respond to your questions.

However, we can provide you the information the Trust does hold which relates to spend on ALL consultants (which includes consultants engaged on projects relating to building assignments, clinical consultancy, etc.) rather than only Management Consultants, which we trust you will find useful.

All consultants for Financial Year 2011/12 - £901,422
All consultants for Financial Year 2010/11 - £1,041,670
All consultants for Financial Year 2009/10 - £1,014,477

13) Please list the recipients of the spending detailed in Q13a and Q13b.

Please see our response to question 12 above.