



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

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Date: 12 February 2021

**Re: Freedom of Information Request**  
**Ref: 20-2021**

Thank you for your email dated the 19<sup>th</sup> January 2021, requesting information in relation to rota software and supplier.

The information that you require is as follows:

**I am writing to request information under the Freedom of Information Act regarding Rota Supplier information. Please can you complete the attached questions.**

**[Please see appendix A](#)**

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be

addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:**

<https://www.surveymonkey.co.uk/r/H39RFMM>

**Rota Supplier Information**

1. Does your organisation use any third-party software to support the creation of staff rotas? If yes, please state the name of the supplier. *(a rota is a pattern of shift work with no individuals attached to it. A rota is used to form a blueprint of compliance or rules based on working patterns for a department, team or unit e.g. to create junior doctor rotas compliant to the 2016 Junior Doctor contract. Rotas are not to be confused with rosters (when shifts are allocated to workers))*

**No the Trust does not use any third party rota system.**

2. Out of the following options, which staffing groups are rotas utilised for via your Rota system?
  - a. Medical- Consultants
  - b. Medical- Junior Doctors
  - c. Nursing and Healthcare Assistants (HCAs)
  - d. Admin and Estates
  - e. Scientific, Therapeutic & Technical (STT) Staff and Allied Health Professionals (AHPs)

**Not applicable**

3. What is the contract start date for your rota supplier? (dd/mm/yy)

**Not applicable**

4. What is the contract end date for your rota supplier? (dd/mm/yy)

**Not applicable**

5. What was the annual cost of your rota supplier for the financial year 19/20 (April 2019 - March 2020)?

**Not applicable**

6. Are there any exit costs incurred for changing rota supplier? If yes, please state the exit cost

**Not applicable**

7. What framework was used to procure the rota supplier? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc

**Not applicable**

8. Is your Rota supplier the same as your rostering supplier?

**Not applicable**

9. Does your rota system integrate with your rostering system?

**Not applicable**

**10.10a. Does your rota system integrate with your organisation's Payroll system?**

**Not applicable**

**10b. If so, is the integration with payroll through an open API?**

**Not applicable**

**11. What other third-party systems does your rota system integrate with?**

**Not applicable**

### **Functionality**

**12. Is your rota system used for the creation of rotas?**

**Not applicable**

**13. Is your rota system used for the validation of rotas after they have been created?**

**Not applicable**

**14. Does your rota system provide exception reporting? (*Exception reporting is the formal mechanism that workers can use to register variations from their agreed work schedule, in terms of their working hours and training.*)**

**Not applicable**

**15. Does your rota system automatically send completed rota patterns to the associated worker?**

**Not applicable**

**16. Does your rota system provide online rota approval that can be accessed by multiple teams?**

**Not applicable**

**17. Are there two separate teams in place at the organisation for supporting your rota system and your rostering system?**

**Not applicable, however, the Trust does have a rostering team.**