



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
Bebington  
Wirral  
CH63 4JY

Tel: 0151 556 5000  
Web: [www.clatterbridgecc.nhs.uk](http://www.clatterbridgecc.nhs.uk)

Date: 12<sup>th</sup> April 2018

**Re: Freedom of Information Request**  
**Ref: 41- 2018**

Thank you for your email dated 13th March 2018 requesting information regarding appraisals and vacancies.

The information that you require is as follows:

**Please could you provide me with:**

- A. The % of staff who are compliant with their appraisals, i.e. have had an appraisal within the last 12 months, broken down by staff group.**

Staff Group	Assignment Count	Reviews Completed	Reviews Completed %
Add Prof Scientific and Technic	56	43	76.79
Additional Clinical Services	114	91	79.82
Administrative and Clerical	398	309	77.64
Allied Health Professionals	162	144	88.89
Healthcare Scientists	29	23	79.31
Medical and Dental	60	7	11.67
Nursing and Midwifery Registered	256	214	83.59
<b>Grand Total</b>	<b>1,075</b>	<b>831</b>	<b>77.30</b>

**B. The number of posts and the number of vacancies broken down by trust and by staff group for the last available 12 months. Please also provide a breakdown of UK to overseas trained staff for each trust and staff group.**

Row Labels	Number of vacancies	Number of posts
Additional Clinical Services	30	47
Allied Health Professional	33	55
Medical	10	17
Nursing	66	117
Admin & Clerical	137	179
Professional & Technical	24	27
<b>Grand Total</b>	<b>300</b>	<b>442</b>

**This information is based on recruitment activity over the last 12 months**

Following a scoping exercise completed by our Workforce & Organisational Development Department it has become evident that in order to provide a breakdown of UK to overseas trained staff for each trust and staff group, there would be a significant impact on both time and workload within the Trust. This is due to the fact that this information is not readily available on any of our Trust electronic systems. It would therefore require a member of staff to manually access each individual staff members employment file, and check the country of origin for the qualification in question.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the 'appropriate limit', which for local authorities is £450, or 18 hours (at £25 per hour). This represents the estimated cost of one person spending 2.5 working days locating the documents that contain the information and extracting the relevant information containing it. This would take considerable time and cost which we estimate will exceed the "appropriate limit".

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>**