

Date: 9 October 2018

**Re: Freedom of Information Request**  
**Ref: 203-2018**

Thank you for your email dated 12<sup>th</sup> September 2018, requesting information in relation to staffing.

The information that you require is as follows:

1. **Staff Numbers - Average headcount of permanent and non-permanent staff over the entire 2017/18 financial year or just the headcount as at Saturday, March 31st 2018). Can you please split this into the major staff groups used by the trust? (E.g. Medical, Nursing, Admin, AHP etc.)**

**Headcount of staff in post as at 31.03.2018**

Staff Group	Headcount
Add Prof Scientific and	60
Additional Clinical Services	150
Administrative and Clerical	462
Allied Health Professionals	177
Healthcare Scientists	33
Medical and Dental	68
Nursing and Midwifery	308
<b>Grand Total</b>	<b>1,258</b>

2. **Staff Cost – Total staff cost during the 2017/18 financial year split into permanent and non-permanent staff.**

Following a scoping exercise completed by our Finance Department it has become evident that in order to meet the full requirements of question 2, there would be a significant impact on both time and workload within the Trust. Unfortunately, we are unable to break these figures down into cost by permanent and non-permanent staff, due to the fact that our staff costs are grouped together on our system by job role i.e. Band 5 Nurses, Admin/clerical etc, rather than by permanent/ non-permanent status. Therefore, as this information is not held centrally, in order to provide an accurate answer to this we would need to create a monthly breakdown of all job roles and then have a member of staff manually break this information down further into permanent and non-permanent staff. It has been estimated that this would take in excess of 20 hours.

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".

- 3. Agency Hours – Hours worked by agency staff in the 2017/18 financial year split by staff groups (E.g. Medical, Nursing, Admin, etc.) and speciality/grade (E.g. Consultants, GP, ICU Nurse, Acute Nurse, Occupational therapists, Pharmacists, Health Care Assistants, etc.) depending on how you report this within your trust.**

Following a scoping exercise completed by our Workforce & Organisational Development Department, it has become evident that in order to meet the full requirements of question 3, there would be a significant impact on both time and workload within the Trust. For the time period requested the Trust did not have a central recording system for agency hours worked, this was done within the individual directorates both electronically and paper based. We estimate that the collation, verification and production of an accurate report would exceed 20 hours work.

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considerable time and cost which we estimate will exceed the “appropriate limit”.

4. **Agency Spend – Total amount spent on agency staff in the 2017/18 financial year split into the Trusts’ staff groups (E.g. Medical, Nursing, Admin, etc.) and speciality/grade (E.g. Consultants, GP, ICU Nurse, Acute Nurse, Occupational therapists, Pharmacists, Health Care Assistants, etc.) depending on how you report this within your trust.**

	<b>1718 Agency Total Spend £</b>
AGENCY NURSING	12,041
ALLIED HEALTH PROFESSIONALS AGENCY	35,411
CAREER STAFF GRADE AGENCY	250,375
HEALTHCARE SCIENTISTS AGENCY	24,149
MEDICAL TRAINEE GRADE AGENCY	34,885
OTHER AGENCY	119,135
SCIENTIFIC THERAPEUTIC AND TECHNICAL AGENCY	2,130
<b>Total</b>	<b>478,125</b>

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>**