

Date: 27 December 2018

Re: Freedom of Information Request
Ref: 254-2018

Thank you for your email dated 26th November 2018 requesting information regarding Compliance (DBS) and Reference Checking.

The information that you require is as follows:

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

Yes, TRAC, Atlanta Data, ESR

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

Automated on TRAC

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

- a) **Nursing and Midwifery**

Enhanced DBS, References for last 3 years of employment

- b) **Medical and dental**

Enhanced DBS, References for last 3 years of employment

- c) **Non-Medical Non-Clinical**

Enhanced DBS, References for last 3 years of employment- role dependant (standard DBS Checks)

4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18?

The average time for the Trust to receive a return on a DBS Compliance check and reference in 17/18 is:

- 8 days for DBS
- 14 days for references

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

20

6. How many staff on average, are involved in compliance and reference checking process in 17/18?

2.5 members of staff within recruitment team, process all requests

7. How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18?

20

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

- a) If yes, please list the supplier(s)

TRAC and ATLANTA DATA

- b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?

£5k approx for DBS Checks only

- c) Contract Start Date

16 November 2017 current contract agreement

- d) Contract End Date

Ongoing

- e) Did you use a framework to procure their services?

Yes

f) If yes, what framework did you procure them through?

Crown Commercial Services

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>