

Trust HQ
Rikenel
Montpellier
Gloucester
GL1 1LY

Direct Tel: 01452 894266

E-mail: 2gnft.Information-Freedom@nhs.net

Website: www.2gether.nhs.uk

21 December 2018

Freedom of Information Request – Ref: FOI 252-1819

Thank you for your recent Freedom of Information request about DBS and Reference checking. Please find the Trust's response below.

1. Does your organisation have a central repository for data relating to reference checking and DBS?
Yes for DBS, no for references (held on personal files)
2. Is the compliance (DBS) and reference checking process within the organisation automated or manual? **Manual**
3. What compliance (DBS) and reference checks are conducted on the below staffing groups:
 - a) Nursing and Midwifery **as per legislation that relates to DBS and NHS Employers guidance**
 - b) Medical and dental **as above**
 - c) Non-Medical Non-Clinical **as above**
4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18? **The Trust does not hold this information**
5. How many compliance (DBS) checks are conducted, on average each month in 17/18?
This would require a manual audit and the Trust estimates that the work involved in undertaking this work would considerably exceed the 18 hours limit, specified in Section 12 of the Freedom of Information Act and therefore, exceeds the appropriate limit of £450. If you would like this work to be undertaken, then please contact us again and we will provide an estimated cost.
6. How many staff on average, are involved in compliance and reference checking process in 17/18?
This would require a manual audit and the Trust estimates that the work involved in undertaking this work would considerably exceed the 18 hours limit, specified in Section 12 of the Freedom of Information Act and therefore, exceeds the appropriate limit of £450. If you would like this work to be undertaken, then please contact us again and we will provide an estimated cost.
7. How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18? **The Trust does not hold this information**
8. Does your organisation currently have a third-party provider for compliance (DBS) and reference checking? **Yes for DBS no for references**
 - a) If yes, please list the supplier(s) **Capita**
 - b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18? **An admin cost per DBS application of £5 each**
 - c) Contract Start Date **September 2015**
 - d) Contract End Date **Open ended**
 - e) Did you use a framework to procure their services? **No**
 - f) If yes, what framework did you procure them through? **N/A**

Yours sincerely,

Lisa Evans

LISA EVANS
Information Governance Officer
2gether NHS Foundation Trust

Copyright & Reuse of Public Sector Information

The information and material that is routinely published is subject to 2gether NHS Foundation Trust's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items are being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Trust website that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned. For further guidance on a range of copyright issues, see the Office of Public Sector Information (OPSI) web site: www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm

or write to: OPSI, 102 Petty France, London SW1H 9AJ.