

Our ref: VT/jmck/FOI 2018 – 341

9th July 2018

By Email: (request-488775-48ab051f@whatdotheyknow.com)

Dear Ms Tian

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Your request for information regarding “Request to Agency for Worker” documents has now been considered and the information requested is enclosed.

The enclosed information has been supplied to you for your personal use under the Freedom of Information Act 2000 and remains protected by copyright. You do not have an automatic right to re-use the information e.g. for commercial purposes or by publishing or issuing further copies of the information unless you have received permission from the Trust.

For further information please refer to the Re-Use of Public Sector Information Regulations 2005.

If you are unhappy as to how this request has been handled, you should write to Mrs Claire Graham, the FOI lead for the Trust. You have the right to seek a review within the Trust in the first instance.

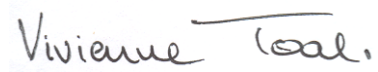
If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner’s office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust’s review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries or concerns then please contact Mrs Claire Graham at the following address:

Southern Health & Social Care Trust
Ferndale
Bannvale Site
10 Moyallen Road
Gilford
BT63 5JX

Tel: 028 38 833250
Email: Foi.Team@Southerntrust.hscni.net

Yours sincerely

A handwritten signature in dark ink, reading "Vivienne Toal". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

VIVIENNE TOAL
DIRECTOR OF HUMAN RESOURCES & ORGANISATIONAL
DEVELOPMENT

Enc: Response 2018/341
Requests for Agency Medical Locums
FM2 Form
Agency Email Template
Nursing Agency Requests
Agency Requests Sent

SOUTHERN HEALTH & SOCIAL CARE TRUST

FREEDOM OF INFORMATION RESPONSE 2018/341

Freedom of Information request - Direct Engagement of Locum Staff using third parties

I am writing to request information under the Freedom of Information Act 2000. I would be interested in any information held by your organisation regarding my request. I understand that I do not have to specify particular files or documents and it is the departments responsibility to provide the information I require. If you need further clarification please contact me via this website (or email). I would like to request the following information:

- 1. Copies of all "Request to Agency for Worker" documents/files sent out to agencies in the last three weeks please.**
- 2. A copy of the template of this file in use for this as of 29th May 2018 please.**

Response:

Please find attached:

1. Copies of Requests for Agency Workers issued to agencies in relation to Medical Locums between the period Tuesday 15 May to Tuesday 5 June 2018. (This includes requests issued to agencies via the Regional HSC e-locum System and via Trust email.)

2. A copy of the 'Request to Agency for Worker' FM2 form template and also an example of the electronic form/email which is issued via the Regional HSC e-locum System.

3. Requests for Agency Workers (Admin & Clerical, Support Services and Social Work/Social Care), sent between Tuesday 15th May and Tuesday 5th June, in line with the regional Agency Workers Framework.

4. A copy of the 'FM2' form used for such requests as well as the template email sent to agencies with our requests

5. A report of all Nursing & Midwifery shifts sent to Agencies during the above period – these are sent automatically from the Nurse Bank administration system, so there are no FM2 forms or emails involved.