



1 February 2019

Headquarters  
Springhill 2  
Wakefield 41 Business Park  
Brindley Way  
WAKEFIELD  
WF2 0XQ

William Jenkins  
[request-534734-26807047@whatdotheyknow.com](mailto:request-534734-26807047@whatdotheyknow.com)

Tel: 01924 584116  
[www.yas.nhs.uk](http://www.yas.nhs.uk)

Ref: 2018/19-327

Dear Mr Jenkins

### **Freedom of Information Act 2000 – Request for Information**

Thank you for your request received by Yorkshire Ambulance Service NHS Trust (the Trust) on 23 November 2018. Please find our responses below.

#### **Your request**

1. *Does your organisation have a central repository for data relating to reference checking and DBS?*
2. *Is the compliance (DBS) and reference checking process within the organisation automated or manual?*
3. *What compliance (DBS) and reference checks are conducted on the below staffing groups?*
4. *Nursing and Midwifery*
5. *How many compliance (DBS) checks are conducted, on average each month in 17/18?*
6. *How many staff on average, are involved in compliance and reference checking process in 17/18?*
7. *How many staff on average, are involved in compliance and reference checking process in 17/18?*
8. *Does your organisation currently have a third-party provider for compliance (DBS) and reference checking?*
  - a. *If yes, please list the supplier(s)*
  - b. *What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?*
  - c. *Contract start date*
  - d. *Contract end date*
  - e. *Did you use a frame work to procure their services?*
  - f. *If yes, what framework did you procure them through?*

## Trust response

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

Yorkshire Ambulance Service has a central repository for data relating to reference checking and DBS.

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

Yorkshire Ambulance Service compliance (DBS) and reference checking process is automated.

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

**Nursing and Midwifery** – Enhances DBS with child and adult barring and 3 years' employment references.

**Medical and dental** – Enhanced DBS with child and adult barring and 3 years' employment references

**Non-medical/Non-clinical** – No DBS applicable however, dependant on the role and 3 year employment reference

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

Average time for DBS compliance check is 8.5 working days.

Average time for references is 18.1 working days from sent to receive.

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

On average approximately 81.5 compliance (DBS) checks are conducted.

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

We have 9 Recruitment Assistants involved in the compliance and reference checking process.

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

We do not hold this information.

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

**a. If yes, please list the supplier(s)**

Currently the third-party provider for compliance (DBS) and reference checking is Trac Systems.

- b. What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?***
- c. Contract start date***
- d. Contract end date***
- e. Did you use a frame work to procure their services?***
- f. If yes, what framework did you procure them through?***

Section 43(2) – Commercial interests can be applied, where the requested information would prejudice or would be likely to prejudice a third party's commercial interests.

If you have any queries about the information we have provided then please contact the FOI team via email: [yas.foi@nhs.net](mailto:yas.foi@nhs.net) Please remember to quote the reference number above in any future communications.

We hope this response meets your requirements but if you are unhappy with the way your request for information has been handled. You can request an internal review by contacting the Yorkshire Ambulance Service FOI team: email: [yas.foi@nhs.net](mailto:yas.foi@nhs.net); postal address: Springhill 2, Brindley Way, Wakefield 41 Business Park, Wakefield, WF2 0XQ

We will only consider requests for Internal Reviews, which are received within two months of the date of response. This is in line with ICO guidance <https://ico.org.uk/for-the-public/official-information/>

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. More information about how to appeal is available on the Information Commissioner's website at [www.ico.org.uk/concerns/getting/](http://www.ico.org.uk/concerns/getting/)

There is no charge for making an appeal.

Response issued by:

**Legal Services Department**

Email: [yas.foi@nhs.net](mailto:yas.foi@nhs.net)