

**FREEDOM OF INFORMATION REQUEST RF377-18**

We can confirm East Kent Hospitals University NHS Foundation Trust (EKHUFT) holds part of the information you have requested.

**Please could you answer the following questions relating to Compliance (DBS) and Reference Checking under the Freedom of Information Act (2000).**

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

EKHUFT can confirm there is a central repository for data relating to DBS checks but not references.

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

EKHUFT can confirm the process is Manual

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

We can confirm EKHUFT holds this information as follows:

**a) Nursing and Midwifery**

References are requested for external candidates covering the previous 3 years employment history. If coming from another NHS employer only a reference from this Trust is requested. DBS checks are completed for those roles with regulated activity as per Disclosure and Barring Service guidance

**b) Medical and dental**

References are requested for external candidates covering the previous 3 years employment history. If coming from another NHS employer only a reference from this Trust is requested. DBS checks are completed for those roles with regulated activity as per Disclosure and Barring Service guidance

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

References are requested for external candidates covering the previous 3 years employment history. If coming from another NHS employer only a reference from this Trust is requested. DBS checks are completed for those roles with regulated activity as per Disclosure and Barring Service guidance

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

We can confirm EKHUFT holds part of the information requested. DBS data is only held in sufficient detail for March – October 2018. Please refer to the table overleaf:

Enhanced DBS Checks								
Month	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Calendar days	4.9	6.8	6.8	4.7	9.8	4.8	6.4	6.1

Standard DBS Checks								
Month	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Calendar days	4.5	3.8	2	2.3	0	2.8	3.7	1.4

Reference data is only held in sufficient detail for May – November 2018. Average for this time period is 11.3 working days.

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

We can confirm EKHUFT holds part of the information requested. DBS data is only held in sufficient detail for March – October 2018. Please refer to the table below:

	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Enhanced DBS Checks	94	176	115	104	66	220	193	376
Standard DBS Checks	10	12	7	8	3	13	6	12

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

We can confirm EKHUFT does not record this information.

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

We can confirm EKHUFT does not record this information.

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

We can confirm EKHUFT does not currently have a third-party provider for compliance (DBS) and reference checking.

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

Not applicable.

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

Not applicable.

**c) Contract Start Date**

Not applicable.

**d) Contract End Date**

Not applicable.

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

Not applicable.

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

Not applicable.

**(ALL INFORMATION PROVIDED AS AT DECEMBER 2018)**