

Ref: FOI/CAD/ID 3182

Please reply to:
FOI Administrator
Trust Management
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14 March 2016

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to staffing numbers and ranks of staff.

Can the following answers cover staff on duty across the trust for the past two financial years, please?

- 1. Rules for staffing numbers and ranks during the week (e.g. one doctor, three nurses, one consultant...)*
- 2. Rules for staffing numbers and ranks at the weekends as above*
- 3. What is the minimum number of non-bank or agency staff required to be on duty during the week*
- 4. What is the minimum number of non-bank or agency staff required to be on duty at weekends*
- 5. Can you answer for each ward (if the recommended mix on maternity is different to A&E...?)*
- 6. Are the above national standards or trust standards?*
- 7. The number of occasions in the past two financial years when the staffing mix has breached the recommended level (for each example can you please provide the actual staffing mix, the date of the breach, the ward it occurred on and a reason for it)*

The Trust has estimated that it will cost more than the appropriate limit to answer the request in any greater detail than below, due to the large numbers of different areas and departments that would need to be contacted in order to collate the information requested. The appropriate limit is specified in

regulations and represents the estimated cost of one person spending 3½ working days in determining whether the Trust holds the information, locating, retrieving and extracting the information. Under Section 12 of the Freedom of Information Act 2000 the Trust is not obliged to comply with this part of your request and we will not be processing this part of your request further.

1. Board papers on ward staffing review includes the guidance for setting staffing levels for nursing, midwifery and specialist areas.

2. As above

3. All areas must have at least one member of Trust staff (Registered/Qualified) on duty at all times.

4. As above

5. Board papers give indication by ward, as does the monthly planned v actual/Safe Staffing – available on the website and in the board papers

6. The trust complies with national standards and guidance – where this exists; e.g.: ICU, Maternity, stroke

7. Reported monthly to the board – see board papers

<http://www.mtw.nhs.uk/about-us/trust-board/board-meetings-and-papers/>