

Ref: FOI/GS/ID 5110

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ

Email: mtw-tr.foiadmin@nhs.net

21 November 2018

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 temporary staff.

You asked:

- 1. Does your trust have a centralised temporary staff booking team?*
- 2. Does your trust have a centralised temporary staff booking team specifically for Non-Medical Non-Clinical Staffing?*
- 3. If Yes, which categories does it book for?*

- *Admin & Clerical*
 - *Staff Lead Name & Position*
 - *Contact telephone DD*
 - *Contact email*
- *Corporate Functions*
 - *Staff Lead Name & Position*
 - *Contact telephone DD*
 - *Contact email*
- *Ancillary Functions*
 - *Staff Lead Name & Position*
 - *Contact telephone DD*
 - *Contact email*
- *IT Professionals*
 - *Staff Lead Name & Position*
 - *Contact telephone DD*
 - *Contact email*
- *Legal Supply*
 - *Staff Lead Name & Position*
 - *Contact telephone DD*
 - *Contact email*

Some (Please specify which)

- 4. If No, please provide a list of all departmental heads responsible for booking temporary staff.*
- 5. Who is your Head of Procurement and who is your Senior Buyer/Category Manager responsible for overseeing HR/Agency procurement in your trust? Please also provide their contact telephone DD and email addresses.*

6. Please can you provide your annual agency spend for 2017/18 for Non-Medical Non-Clinical Staffing?

7. Please can you provide your annual agency spend for 2017/18 for each of the Non-Medical Non-Clinical staffing categories?:

- Admin & Clerical
- Corporate Functions
- Ancillary Functions
- IT Professionals
- Legal Supply

8. Which procurement frameworks does the trust currently use for Non-Medical Non-Clinical Staffing?

9. Do you use a Master Vendor model for your agency Non-Medical Non-Clinical staffing requirements?

10. If Yes, can you confirm the following details:

- Name of Master Vendor
- Agency Contact Name
- Agency Contact Email
- Agency Contact Number

Trust response:

Does your trust have a centralised temporary staff booking team? Yes or No?	No
Does your trust have a centralised temporary staff booking team specifically for Non-Medical Non-Clinical Staffing? Yes or No?	Yes

<p>If Yes, which categories does it book for?</p> <ul style="list-style-type: none"> • Admin & Clerical <ul style="list-style-type: none"> - Staff Lead Name & Position - Contact telephone DD - Contact email • Corporate Functions <ul style="list-style-type: none"> - Staff Lead Name & Position - Contact telephone DD - Contact email • Ancillary Functions <ul style="list-style-type: none"> - Staff Lead Name & Position - Contact telephone DD - Contact email • IT Professionals <ul style="list-style-type: none"> - Staff Lead Name & Position - Contact telephone DD - Contact email • Legal Supply <ul style="list-style-type: none"> - Staff Lead Name & Position - Contact telephone DD - Contact email <p>Some (Please specify which)</p> <p>If No, please provide a list of all departmental heads responsible for booking temporary staff.</p>	<p>All booked via Staff Bank, 01622 228800, mtw-tr.staffbank@nhs.net</p>
<p>Who is your Head of Procurement and who is your Senior Buyer/Category Manager responsible for overseeing HR/Agency procurement in your trust?</p> <p>Please also provide their contact telephone DD and email addresses.</p>	<p>This falls under the remit of the Director of Finance. The Trust Executive structure chart and details of the above position is available on the Trust website www.mtw.nhs.uk To contact members of the board, please contact the Executive secretarial team on telephone 01622 226412. For any queries regarding the Trust Board, please contact Kevin Rowan, Trust Secretary, on telephone 01622 228 698 or email kevinrowan@nhs.net.</p>

<p>Please can you provide your annual agency spend for 2017/18 for Non-Medical Non-Clinical Staffing?:</p> <p>Please can you provide your annual agency spend for 2017/18 for each of the Non-Medical Non-Clinical staffing categories?:</p> <ul style="list-style-type: none"> • Admin & Clerical • Corporate Functions • Ancillary Functions • IT Professionals • Legal Supply 	<ul style="list-style-type: none"> • Admin & Clerical (excl those in following categories) £299520 • Corporate Functions £ 416294 • Ancillary Functions £452941 • IT Professionals £435837 • Legal Supply £0
<p>Which procurement frameworks does the trust currently use for Non-Medical Non-Clinical Staffing?</p>	<p>CCS RM971</p>
<p>Do you use a Master Vendor model for your agency Non-Medical Non-Clinical staffing requirements?</p> <p>If Yes, can you confirm the following details:</p> <ul style="list-style-type: none"> • Name of Master Vendor • Agency Contact Name • Agency Contact Email • Agency Contact Number 	<p>No</p>