

Ref: FOI/GS/ID 5144

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
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Maidstone
Kent
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Email: mtw-tr.foiadmin@nhs.net

13 December 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 compliance (DBS) and reference checks.

You asked:

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:*
 - a) *Nursing and Midwifery*
 - b) *Medical and dental*
 - c) *Non-Medical Non-Clinical*
4. *What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18?*
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 hours per month, on average are spent on compliance (DBS) and reference checking 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 framework to procure their services?*
 - f) *If yes, what framework did you procure them through?*

Trust Response:

For question 6 due to the very small number of cases and in order to protect staff confidentiality the Trust has decided that further information be refused using the limitations available under Section 10 and Section 11 of the Data Protection Act 1998.

1. Yes Trac which is our online recruitment system
2. The DBS is manual as sections of the application form have to be completed by the applicant and recruitment- however this is processed and submitted via Trac. The reference request is sent via Trac and automatically every 2 days.
3. For all requested staffing groups we comply with the NHS standards for references and the DBS regulations set by the government.
4. The trust does not hold this information and has estimated that it will cost more than the appropriate limit to consider this part of your request so under Section 12 of the Freedom of Information Act 2000 the Trust is not obliged to comply with this part of your request.
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6. Under 10.
7. The trust does not hold this information and has estimated that it will cost more than the appropriate limit to consider this part of your request so under Section 12 of the Freedom of Information Act 2000 the Trust is not obliged to comply with this part of your request.
8. No