

Ref: FOI/GS/ID 6718

Please reply to:
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07 June 2021

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 Recruitment services.

You asked:

1. How many hours does it take to onboard the following types of employees who are new to the Trust:

- a. Doctors*
- b. Nurses*
- c. AHPs*
- d. Social Workers*
- e. HCAs*

2. How many hours do the following pre-employment compliance processes take?

- a. Application form checks*
- b. Right to work checks*
- c. Verification of ID checks*
- d. DBS application*
- e. DBS Update Service checks*
- f. References covering 3 years*
- g. Immunisation record check*
- h. OH checks – Fitness to Practice*
- i. Registration checks*
- j. Degree verification checks*
- k. Pre-employment training checks*
- l. Employment Handbook and policy distributed and signed*
- m. Contracts of employment distributed and signed*

3. On average, how many people are involved in onboarding of one healthcare professional?

4. In the last 12 months, how many of each of the categories listed below have you onboarded?

- a. Doctors
 - b. Nurses
 - c. AHPs
 - d. Social Workers
 - e. HCAs
5. In the last 12 months, how many individuals to whom an offer of employment was made did not start?
6. How many FTE HR staff do you employ for?
- a. pre-employment compliance checks
 - b. Onboarding processes
7. How many FTE HR staff do you employ in total?
8. What Band and spine point are compliance and onboarding staff employed at?
9. Do you use a manual/paper system for compliance and onboarding?
10. What IT systems (if any) do you use for compliance and onboarding?
11. Is the IT system part of a wider HR integrated system?
12. Are those systems shared with any other organisation?
13. What is the annual cost of the system/systems in total?
14. If shared with another organisation, what is the annual cost of your share of using the system?
15. Do you require signed paper copies for any of the following?
- a. Employee contract
 - b. Handbook
 - c. Any policies or procedures
 - d. Application forms
- Please provide the information by email, with any attachments you consider appropriate.
- Note, for the purposes of clarity, consider the following glossary:
- AHP – Allied Health Professional, • HCA – Health Care Assistant, • OH – Occupational Health
 - Onboarding – the process of managing an offer of employment through to first day for a new starter

Trust response:

Question	Doctors	Nurses	AHPs	Social Workers	HCAs
1	31 days	Average 32 days	Average 32 days	Not applicable	Average 32 days
2				Not applicable	
a.	0	0	0	Not applicable	0
b.	15.5 days	1 day	1 day	Not applicable	1 day
c.	14.5 days	3 days	3 days	Not applicable	3 days
d.	8 days	7 days	7 days	Not applicable	7 days
e.	8 days	1 day	1 day	Not applicable	1 day

f.	11 days	14 days	14 days	Not applicable	14 days
g.	19 days	5 days	5 days	Not applicable	5 days
h.	19 days	14 days	14 days	Not applicable	14 days
i.	12.5 days	1 day	1 day	Not applicable	1 day
j.	12.5 days	1 day	1 day	Not applicable	1 day
k.	Not available	Not available	Not available	Not applicable	Not available
l.	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
m.	Not available	Not available	Not available	Not applicable	Not available
3	One	Three	Three	Not applicable	Three
4	425	172	61	Not applicable	177
5	8	** 314	**	Not applicable	**
6	3.6 for all processes	** AFC Recruitment-11WTE	**	Not applicable	**
a.	See above	See above	See above	Not applicable	See above
b.	See above	See above	See above	Not applicable	See above
7	4.6 including manager	** AFC Recruitment – 14.8WTE Including manager	**	Not applicable	**
8	Band 3 pt 3 and pt 1, band 5 pt 3 and band 6 pt 9	** AFC Recruitment-officers Band 4 point 5,1 & 1/ Recruitment Assistants Band 3 point 1,1,1,1,2 & 7	**	Not applicable	**
9	No	No	No	Not applicable	No
10	TRAC	TRAC	TRAC	Not applicable	TRAC
11	No	No	No	Not applicable	No

12	No	No	No	Not applicable	No
13	Not known			Not applicable	
14	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
15	£*	£*	£*	Not applicable	£*
a.	Yes	Yes	Yes	Not applicable	Yes
b.	No	No	No	Not applicable	No
c.	No	No	No	Not applicable	No
d.	Yes - Electronically	Yes - Electronically	Yes - Electronically	Not applicable	Yes - Electronically

** Across the three staffing groups

£* The Trust is applying Section 43(2) FOIA which provides an exemption from disclosure of information which would or would be likely to, prejudice the commercial interests of any person (including the public authority holding it). This is a qualified exemption, and is therefore subject to the public interest test.

The Trust believes that the information requested contains details which would be likely to damage the companies ability to win new business opportunities for their services and to perform them within a commercially competitive market.

The Trust has concluded that the public interest in maintaining the exemption, and therefore protecting the commercial interests of the suppliers and preserving its ability to compete fairly in a commercial market, outweighs the public interest in disclosure in this case.

Supplier Transactions

All NHS bodies are required to publish details of individual invoices and transactions that are over £25,000. This is in response to guidance from HM Treasury which sets out the scope of the data. Details can be found on our website using the following link: www.mtw.nhs.uk/about-us/our-quality-story/finance/