



30 January 2019

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
Email: Hpkt.foi@nhs.net

Our Ref: FOI 3174

Thank you for your request concerning our centralised temporary staff booking team.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

1. Does your Trust have a centralised temporary staff booking team; Yes or No?

Yes

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

Yes

If Yes which categories does it book for?

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

Some (Please specify which)

If No please provide a list of all departmental heads responsible for booking temporary staff.

All our management contact details can be accessed through [Binley's Database of NHS Management](#)¹.

¹ Section 21 – this information is available through other means

3. **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.

This information is already in the public domain¹. Please follow the link for Binley's provided under question 2.

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

Please follow this [link](#) to a previously published response.

5. **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**

Please follow the link provided under question 4. This response covers all our staffing categories.

6. **Which procurement frameworks does the Trust currently use for Non-Medical Non-Clinical Staffing?**

We use Crown Commercial Services (CCS) framework.

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

If Yes can you confirm the following details:

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

No, we do not use a Master Vendor for non-medical non-clinical staffing requirements.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

