



25 March 2019

Information Rights & Compliance Team
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Our Ref: FOI 3123

Thank you for your request concerning DBS checks.

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

1. Does your organisation have a central repository for data relating to reference checking and DBS?

Yes

2. Is the compliance (DBS) and reference checking process within the organisation automated or manual?

It is automated.

3. What compliance (DBS) and reference checks are conducted on the below staffing groups:

a)	Nursing and Midwifery	DBS Right to work check ID check, Qualification/registration check Work health assessment Employment history and referencing check
b)	Medical and dental	DBS Right to work check ID check, Qualification/registration check Work health assessment Employment history and referencing check
c)	Non-Medical Non-Clinical	DBS if eligible Right to work check ID check Qualification/registration check if relevant Work health assessment Employment history and referencing check

4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18?

We do not hold this information¹. We do not record response times. However, to be helpful the DBS is usually returned in less than a week and references are usually returned a week after the request is made.

¹ Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.

5. **How many compliance (DBS) checks are conducted, on average each month in 17/18?**

48

6. **How many staff on average, are involved in compliance and reference checking process in 17/18?**

We do not hold this information¹; administration is outsourced.

7. **How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18?**

Not applicable.

8. **Does your organisation currently have a third-party provider for compliance (DBS) and reference checking?**

Yes

a) **If yes, please list the supplier(s)**

Trac Systems

b) **What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?**

It is not possible to isolate the costs associated with the administration of these checks as this forms a part of a wider service that has been outsourced.

c) **Contract Start Date**
d) **Contract End Date**

We will shortly be finalising a new contract with Trac Systems, which will be purchased via the G-Cloud 10 Framework.

e) **Did you use a framework to procure their services?**

The previous contract with Trac was not procured through a framework. However, please see the answer to question d) regarding the new contract.

f) **If yes, what framework did you procure them through?**

Please see the answer to question d)

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](#).

