

9 October 2019

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

Tel: 01727 804954  
Email: [Hpkt.foi@nhs.net](mailto:Hpkt.foi@nhs.net)

Our Ref: FOI/03388

Thank you for your request concerning our staffing levels.

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

**I would like to see the risk registers from all inpatient mental health facilities under your Trust.**

**The information I am looking for is: the staffing levels, ie the number of staff required per shift and the number of staff who were actually present for the shift.**

**If not already included in the risk registers, then please could you find for me the staff requirements (i.e. how many staff should be on duty and which type of staff) for each shift, and the number and type of staff who were actually present on each shift.**

**The dates for which I would like the information are:**

**June, December 1990;**  
**June, December 1995;**  
**June, December 1998;**  
**January, June, December 2000;**  
**January, June, December 2003;**  
**January, June, December 2005;**  
**January, June, December 2007;**  
**January, June, September, December 2010;**  
**January, June, September, December 2013;**

**All of 2014-2019**

Following the publication of the Francis Report there is a national requirement to publish staffing levels on all in-patient units. Please follow this [link](#) where you will find our published staffing levels. I have attached our older returns back to September 2014.

We are unable to provide the staffing levels returns prior to September 2014 as we no longer hold this information<sup>1</sup>.

---

<sup>1</sup> 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.

In 2007 we moved to our electronic rostering (eRoster) system with a phased implementation across our inpatient service areas. Individual Units were responsible for the creation of their eRosters. They were not held centrally and at the time there was no requirement to report on the rosters.

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](#).

