

8 February 2021

Information Rights & Compliance Team
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Our Ref: FOI/03881

Thank you for your request concerning Rota Supplier Information.

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

- 1. Does your organisation use any third-party software to support the creation of staff rotas? If yes, please state the name of the supplier. (a rota is a pattern of shift work with no individuals attached to it. A rota is used to form a blueprint of compliance or rules based on working patterns for a department, team or unit e.g. to create junior doctor rotas compliant to the 2016 Junior Doctor contract. Rotas are not to be confused with rosters (when shifts are allocated to workers))**

According to your description of a Rota rather than a Roster; our answer is no we do not use a third-party software to support the creation of staff rotas.

The remaining questions are not applicable.

- 2. Out of the following options, which staffing groups are rotas utilised for via your Rota system?**
 - a. Medical- Consultants**
 - b. Medical- Junior Doctors**
 - c. Nursing and Healthcare Assistants (HCAs)**
 - d. Admin and Estates**
 - e. Scientific, Therapeutic & Technical (STT) Staff and Allied Health Professionals (AHPs)**
- 3. What is the contract start date for your rota supplier? (dd/mm/yy)**
- 4. What is the contract end date for your rota supplier? (dd/mm/yy)**
- 5. What was the annual cost of your rota supplier for the financial year 19/20 (April 2019 - March 2020)?**
- 6. Are there any exit costs incurred for changing rota supplier? If yes, please state the exit cost**
- 7. What framework was used to procure the rota supplier? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc**
- 8. Is your Rota supplier the same as your rostering supplier?**
- 9. Does your rota system integrate with your rostering system?**
- 10a. Does your rota system integrate with your organisation's Payroll system?**
- 10b. If so, is the integration with payroll through an open API?**
- 11. What other third-party systems does your rota system integrate with?**
- 12. Is your rota system used for the creation of rotas?**
- 13. Is your rota system used for the validation of rotas after they have been created?**

14. **Does your rota system provide exception reporting? (Exception reporting is the formal mechanism that workers can use to register variations from their agreed work schedule, in terms of their working hours and training.)**
15. **Does your rota system automatically send completed rota patterns to the associated worker?**
16. **Does your rota system provide online rota approval that can be accessed by multiple teams?**
17. **Are there two separate teams in place at the organisation for supporting your rota system and your rostering system?**

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](#).

