

7 December 2021

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

Our Ref: FOI/04139

Thank you for your request concerning DBS or CBS Disclosure Certificates.

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

- 1. I would like to request information regarding the number of DBS or CRB disclosure certificates that are currently held for employees that have been employed for six months or more. This includes electronic and paper personnel files, email attachments or any other means of communication that is subsequently filed. This includes all employees that have been employed for over six months, regardless of length of employment with the Trust, and includes both DBS disclosures and its predecessor, CRB disclosure.**

Some of our senior non-clinical staff may be required to undergo a DBS check and all our clinical staff have a DBS done as part of their pre-employment checks. The DBS outcomes are recorded on our electronic staff record (ESR) system.

The purpose of the Freedom of Information Act is to provide public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities.

In this instance the information you are requesting is not held in a reportable format.

In order for us to provide you with this information would involve us manually going through every staff members ESR. We have 2,267 substantive clinical staff members and it is estimated that it would take 5 minutes to scrutinise each record 188.91 hours @ £25 per hour = £4,722¹.

Should you like further clarification or like to discuss payment, 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](#).

¹ Section 12 - Cost of compliance exceeds the appropriate limit