



24 December 2024

**Our Ref:** FOI 383

Dear

**Freedom of Information Act 2000  
Information in relation to Non-Medical/Non-Clinical Locum Staff**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 20 November 2024. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance.

A response to each of the questions raised has been provided by the Finance & Estates and People & Organisational Development Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital ([informationgovernance@setrust.hscni.net](mailto:informationgovernance@setrust.hscni.net)) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Rebecca Manning**  
Information Governance Officer

***Please could you provide the following information for Non-Medical/Non-Clinical staff (inclusive of Social Services, Support Services, Admin & Clerical, Estates and Facilities, Managers) for the financial year 2023/24 and for the period Apr – Sep 24;***

- Q1. How many shifts per month were sent out for locum agencies to fill?***
- Q2. How many of these shifts were filled, by framework agency per month?***
- Q3. How many shifts per month were filled, by off-framework agency per month?***
- Q4. How many of these shifts were unfilled per month?***
- Q5. How many agency locum staff have you currently working in each category for each agency?***

A1-5. In response to questions 1 to 5 the information requested is not held on a central information system. To obtain this information would require a manual review of records.

This would exceed the 'Appropriate Limit' as defined by the Freedom of Information Act 2000. The Trust therefore exempts the release of this information under Section 12(1).

12.(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

In accordance with the Freedom of Information Act 2000 this statement acts as a Refusal Notice in respect of question 1 to 5.

- Q6. What did the trust spend per month, for each framework and non-framework agency supplier?***

A6. Please see Attachment 1 - Trust Agency Spend.