

Information Governance

2 January 2020

Our Ref: RFI 32422

Dear

**Freedom of Information Act 2000
Information in Relation to Staff/Bank Management**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 2 December 2019.

A response to Questions 1 to 4 has been provided by the Human Resources and Corporate Affairs Directorate and is attached in Appendix A. We are currently liaising with the relevant Department in respect of Questions 5 to 13 and we hope to respond next week. I apologise for the delay and any inconvenience this may have caused.

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) 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

Jane McCormick
Information Governance Assistant

Q1. Which solution(s) or software(s), if any, the Health Board uses for Staff Bank Management?

A1. The Trust uses Allocate software for bank staff.

Q2. The end date(s) of the contract for the solution(s) or software outlined in question 1 (Staff Bank Management).

A2. The end date is February 2021.

Q3. Which staff types are on boarded onto the Staff Bank Management software outlined in question 1?

A3. The following types of staff are boarded onto the software –

- Nursing
- Social Care
- Social Work
- Allied Health Professionals
- Domiciliary Care

Q4. Which staff types are not currently on boarded onto a Staff Bank Management system or software?

A4. The following types of staff are currently not boarded onto the software –

- Medical and Dental
- Admin and Clerical
- Patient Experience
- Estates
- Pharmacy