

9 November 2023

**Our Ref:** RFI 54152

Dear

**Freedom of Information Act 2000  
Information in Relation to E-Job Planning Systems or Community  
Scheduling Systems.**

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 13 October 2023.

A response to each of the questions raised has been provided by the People & Organisational Development 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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**Caroline Degans  
Information Governance Officer**

**Q1. Please provide details of any e-job planning systems or community scheduling systems you have in place and contract end dates with suppliers.**

A1. The Trust do not currently use any e-job planning systems or Community Scheduling systems for Locums, Nursing, AHPs or NMNC.

**Q2. Please advise what arrangements are in place for workforce planning.**

A2. Workforce planning activities take place at a number of levels across the Trust:

- Regionally, as part of regional workforce reviews across the HSC.
- Locally within the Trust to address specific workforce challenges within a particular profession, service or specialty, in conjunction with Management, HR and Finance Business Partners.

**Q3. What is currently in place to support development of Bank workers – e.g. Care certificate training, additional clinical and non-clinical training?**

A3. Development needs of Bank Workers, including induction and mandatory training, are managed by Corporate Bank Office in conjunction with Operational Leads within the professional area. All bank only staff receive access to learning platforms to complete the same mandatory training matrix (per staff group) that Trust substantive staff are asked to complete. This includes payment for time to attend all Mandatory Training face to face or online, in line with the relevant staff group Trust Mandatory Training Matrix.