

Ref FOI17 096
Date 19 April 2017

Dear Sir/Madam

Request for information under the Freedom of Information Act 2000

Please find below/attached the Isle of Wight NHS Trust's response to your request.

Please provide the following information

1. Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?

Response - The Resourcing Team request references from the current/most recent employer and for a minimum of 3 continuous years, in relation to successful applicants as part of the recruitment process. References are requested in accordance with the NHS Recruitment Checks Standards.

Executive Director of Financial and Human Resources and Deputy Director of Human Resources.

2. What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)

Response - Agenda for Change Band 3.

3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)

Response - References are requested via NHS jobs recruitment website via email. If a reference is required to be chased this will be via email, telephone and/or requesting the successful applicant to chase their referees.

4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)?

Response - References are not provided via the central HR team. The referee, which will normally be the current/previous line manager will provide this in writing either via email or post.

5. How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates? (for the past 12 months)

Response - This information is not recorded.

6. How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates? (for the past 12 months)

Response - This information is not recorded.

7. How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees? (for the past 12 months)

Response - This information is not recorded.

8. How many leavers (on average or exact) does your company have per month? (for the past 12 months)

Response – 22 Headcount (Average – taken between 1 April 16 – 31 March 2017)

9. How many new starters (on average or exact) does your company have per month? (for the past 12 months)

Response – 22 Headcount (Average – taken between 1 April 16 – 31 March 2017)

10. How many staff does your organisation employ at the moment?

Response – 2708.20 FTE

Please note the Isle of Wight NHS Trust came into existence on the 1.4.12 therefore we do not hold information prior to this date. If you require information prior to this date please contact the Department of Health.

Please note that this response does not constitute as consent for direct marketing.

A copy of this response will be published on the Trust website.

We would like to bring to your attention the unique set up of the Isle of Wight NHS Trust which serves a resident population of 140,000 with a substantial influx of tourists during the summer months. The Trust provides acute, ambulance, community, maternity, mental health services on the Isle of Wight. As the only fully integrated service provider in England with this unique range of services comparisons with other service providers are not always straightforward and may result in higher or lower reporting data.

This letter also confirms the completion of this request. A log of this request will be held on a database by the Trust. All hard copy correspondence relating to this request will be held for one year from the date of this letter, before being confidentially destroyed.

If you are unhappy about the response you have received your first line of action should be to write and request the Trust to undertake an internal review of your application. A senior member of staff, who was not involved with your initial application, will undertake this review. If after this process you are still not satisfied with the response you receive from the Trust you can complain to the Information Commissioner at the following address:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please do not hesitate to contact this office if you have any further questions.

Yours faithfully

Freedom of Information Team