

Freedom of Information request 598-18

Request

1. Does your organisation have a central repository for data relating to reference checking and DBS?
2. Is the compliance (DBS) and reference checking process within the organisation automated or manual?
3. What compliance (DBS) and reference checks are conducted on the below staffing groups:
 - a. Nursing and Midwifery
 - b. Medical and dental
 - c. Non-Medical Non-Clinical
4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18?
5. How many compliance (DBS) checks are conducted, on average each month in 17/18?
6. How many staff on average, are involved in compliance and reference checking process in 17/18?
7. How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18?
8. Does your organisation currently have a third-party provider for compliance (DBS) and reference checking?
 - a. If yes, please list the supplier(s)
 - b. What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?
 - c. Contract Start Date
 - d. Contract End Date
 - e. Did you use a framework to procure their services?
 - f. If yes, what framework did you procure them through?

Response

1. NHS Borders does not have a central repository for data relating to DBS, we are not a registered organisation with the DBS.
2. The reference checking process is manual.
3. References are taken up after interview for the preferred candidate and prior to conditional offer of employment, for all appointments.
4. This information is not recorded and therefore under Section 12 of the FOI(S)A 2002 this data is not held.
5. On average there were 200 reference requests completed each month of 2017/18.
6. On average 6 staff members are involved in compliance and reference checking process in 2017/18.

7. On average it is estimated that 25 labour hours per month (0.16 WTE) are spent on reference checking.
8. NHS Borders do not use a third-party provider.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **598-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.