

Freedom of Information request 13-20

Request

I am writing to make a request under the Freedom of Information Act in relation to job Planning at your organisation, including information relating to your use of job planning and third party suppliers.

Please complete the questions below.

Organisation use of Job Planning

1. Please fill in the below table to report which staffing groups have job plans assigned across the organisation and the % of organisation that has it rolled out (in this instance, please include all methods of job planning, whether that be e-forms, third party solutions, or paper based/excel)

Staffing Group	Job plans assigned? (Yes/No)	% rolled out across the organisation
Medical and Dental		
AHPs (Allied Health Professionals)		
Other (please specify)		

Third Party Contract Information

2. Does the organisation use an external supplier to manage job planning?
3. If so, which supplier does the organisation use?
4. What was your reason for selecting the job planning supplier? (for example, was it associated to price, functionality/quality or other NHS users)
5. What was the annual cost to the third party in 18/19?
6. Please can you provide the contract start and end date?
7. Did the organisation procure the supplier via a framework? If so, which framework?
8. What % of the third-party job planning system has been rolled out across the trust?
9. Does the job planning system integrate with other third-party systems? (such as revalidation/appraisal, rostering, training solutions or temporary staff management systems) If so, please list all systems
10. Has the organisation realised any quantifiable benefits from utilising the job planning system? For example, monetary savings, staff survey results etc

Response

1. Please find below completed table as per your request:

Staffing Group	Job plans assigned? (Yes/No)	% rolled out across the organisation
Medical and Dental	Yes	100
AHPs (Allied Health Professionals)	No	0
Other (please specify)	No	0

2. NHS Borders does not use an external supplier to manage job planning. Job planning is an internally managed process. We do use a commercially available software product to document and record the outcome of job planning for medical staff.
3. NHS Borders uses Allocate e-Job Plan software.
4. This product was made available on the National Framework and is used by 12 of the 14 Health Boards in Scotland.
5. No cost.
6. The National Framework contract commenced in September 2019 for 3 years.
7. Yes through the [NSS National Framework](#).
8. For medical job plans 100% are completed on e-job plans for 2020/21.
9. No.
10. Yes.

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 **13-20** 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.