

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

1. Does your organisation have a central repository for data relating to reference checking and DBS?

We currently use an in electronic recruitment system which incorporate the DBS check, once a person is in employment an electronic staff file is created and stores in a secure shared drive.

2. Is the compliance (DBS) and reference checking process within the organisation automated or manual?

Automated

3. What compliance (DBS) and reference checks are conducted on the below staffing groups: a) Nursing and Midwifery

Enhanced with barred list

b) Medical and dental

Enhanced with barred list

c) Non-Medical Non-Clinical

Different levels are obtained depending on the nature of the role (for example if engaging in regulated activity)

4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18?

DBS check is 4 days
References are 6 days

5. How many compliance (DBS) checks are conducted, on average each month in 17/18?

769

6. How many staff on average, are involved in compliance and reference checking process in 17/18?

All staff contribute as part of standard checks

7. How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18?

584 hours

8. Does your organisation currently have a third-party provider for compliance (DBS) and reference checking?

Yes

a) If yes, please list the supplier(s)

TRAC systems limited & Atlantic Data

b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18?

£22,066

c) Contract Start Date

Yearly rolling contract

d) Contract End Date

Yearly rolling contract

e) Did you use a framework to procure their services?

Yes

f) If yes, what framework did you procure them through?

Crown Commercial Services

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received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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