

Freedom of Information Request	FOI 22-285	18 <sup>th</sup> July 2022
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**1. Please confirm which 5 agencies you spent the most with for each staff group for the year 2021-2022.**

Please find below the information requested for the top 5 agency spends for staff groups Locum Doctor, Nurse, Allied Health Professional and Non-medical/Non-clinical staff groups for 2021 - 2022.

	Locum Doctor	Nurse	Allied Health Professional	Non-medical / non-clinical
1	Retinue Solutions Ltd	Enferm Medical Ltd	Globe Locums Ltd	Acorn Recruitment Ltd
2	MBI Medical	Mylocum Ltd	Medicspro Ltd	Cordant People / PMP Recruitment
3	Medi Team Recruitment Ltd	Next Step Nursing Ltd	Maxxima Ltd	Viqu Ltd
4	RM Medics Ltd	Medicspro Ltd	IMC Locums Ltd	Atlas Contractors Ltd
5	Insync Corporate Healthcare	MPS Healthcare Ltd	Your World Recruitment Ltd	Smart Solutions Recruitment Ltd

**2. Please provide the total spend for the last 3 years (including Locum, Nurses, AHP and Non-medical non-clinical)?**

Please find below the information requested for the total Health Board spend for the last 3 years for Locum Doctors, Nurse, Allied Health Professional, Non-medical / Non clinical by financial year.

	Locum Doctor	Nurse	Allied Health Professional	Non-medical / non-clinical	Total
2021/22	15,608,828.75	30,140,776.78	1,715,488.42	8,766,513.05	56,231,607.00
2020/21	10,246,172.62	18,833,149.82	1,349,547.66	9,661,388.10	40,090,258.20
2019/20	12,462,592.14	10,410,526.09	1,610,812.03	1,724,340.28	26,208,270.54

Please note that non-medical/non-clinical includes Admin and Clerical, and Estates and Ancillary. Agency costs of Pharmacists, Biomedical Scientists, Laboratory Technicians and any other agency staff that do not fall into the above categories have been excluded.

**3. Please confirm what is the policy for auditing time-sheets against the rest breaks.**

The Roster Policy is applicable to all staff covered by both manual and electronic rostering systems, excluding Medical and Dental staff that have separate

guidelines and aims to ensure secure compliance with the Working Time Regulations. The Working Time Policy is referenced within the Roster Policy (see attached documents).

Shift times and breaks are built on demand templates within the E-Rostering system and are set at ward level in line with these policies.

There is no formal auditing process as this is set at ward level within the rostering system and is at the discretion of the ward manager to ensure that the appropriate breaks are allocated within shift times and recorded on the invoice and timesheets submitted to the Resource Bank. When the Resource Bank receive the invoice and timesheet, they check that the invoice and timesheet have a compulsory break deducted from the invoice charge. For any shifts 6+ hours there must be a compulsory unpaid break deducted. It would be the ward's responsibility to ensure that the worker took their breaks during their shift and the timesheet is verified accordingly.

The Roster Policy states:

5.1.1 The rostering of any staff must meet the legal requirements of Working Time Regulations and this policy supports and underpins specific rules relating to this.

Regarding break times, it outlines:

5.1.8 All working time of more than 6 hours must include a minimum 20minute uninterrupted unpaid break.

Breaks will be agreed with the manager at the commencement of the shift/day working pattern, recognising both the needs of the service and the entitlement of staff to be unavailable for work during these periods.