

**Information Governance**

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Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

7 December 2018  
Reference no.18190319

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 23<sup>rd</sup> November making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

Please could you answer the following questions relating to Compliance (DBS) and Reference Checking under the Freedom of Information Act (2000).

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. Yes
2. Both
3.
  - a) Nursing and Midwifery – 3 years employment reference check. Enhanced DBS depending on client group
  - b) Medical and dental – As above
  - c) Non-Medical Non-Clinical – Same reference check. DBS depending on client group
4. This is not reported by the Trust.
5. 200
6. Part of a role for Recruitment Officers of which we have 4
7. This is not reported by the Trust.
8. Yes
  - a) Section 43, likely commercially prejudice applied
  - b) Section 43, likely commercially prejudice applied
  - c) Contract Start Date Unknown as it was a contract with a Trust that joined Oxford Health

- d) No end date
- e) Procured by another Trust
- f) Procured by another Trust

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for Fol Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance