

Date: 20/12/2018

FREEDOM OF INFORMATION REQUEST 014497 - Compliance (DBS) and Reference Checks

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? - Yes, ESR for DBS
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 DBS and one reference from most recent or current employer - Enhanced DBS check and one reference from most recent or current employer
 - b) Medical and dental enhanced DBS and one reference from most recent or current employer - Enhanced DBS check and one reference from most recent or current employer
 - c) Non-Medical Non-Clinical No DBS check and one reference from most recent or current employer - No DBS check and one reference from most recent or current employer
4. What is the average time for the organisation to get a return on a DBS compliance check and references in 17/18? - Do not hold this data
5. How many compliance (DBS) checks are conducted, on average each month in 17/18? - Average of 82 per month
6. How many staff on average, are involved in compliance and reference checking process in 17/18? - Around 35 staff
7. How many hours per month, on average are spent on compliance (DBS) and reference checking in 17/18? - Do not hold this data
8. Does your organisation currently have a third-party provider for compliance (DBS) and reference checking? - No the Trust does not have a third party provider
 - a) If yes, please list the supplier(s) - N/A
 - b) What were the costs associated with compliance (DBS) and reference checking to the organisation in 2017/18? - Approx £46,000, this is the annual cost of DBS checks from April 2017 to March 2018. This is made up of the DBS charge and the fee payable to Capita to carry out on line checks.
 - c) Contract Start Date - Not applicable the Trust does not have a third party supplier
 - d) Contract End Date - Not applicable the Trust does not have a third party supplier
 - e) Did you use a framework to procure their services? - Not applicable the Trust does not have a third party supplier
 - f) If yes, what framework did you procure them through? - Not applicable the Trust does not have a third party supplier