

## Freedom of Information Request

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Reference Number: EPUT.FOI.21.1987

Date Received: 8 May 2021

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### Information Requested:

1. How many hours does it take to onboard the following types of employees who are new to the Trust:

- a. Doctors

This is difficult to quantify as we have doctors from outside the organisation whose pre-employment checks are carried out by their lead employer and we host them for their placement. For doctors that come to us from HEE for an August or February start, we are advised that they have been allocated to us up to 12 weeks in advance and we then carry out checks but this can take up to 12 weeks to complete depending on the individual's circumstances and how long they take to return the paperwork. For ad-hoc recruitment of doctors who cover on a fixed-term basis, again this is dependent on how long it takes for paperwork to be completed, returned, checked and visa's if required, to be issued.

For all non-medical posts as listed below the overall time to hire is 94.2 days. No breakdown by profession /staff group available

- b. Nurses

Please see response to Q1a

- c. AHPs

Please see response to Q1a

- d. Social Workers

Please see response to Q1a

- e. HCAs

Please see response to Q1a

2. How many hours do the following pre-employment compliance processes take?

This is difficult to quantify for doctors as this is dependent on the individual circumstances on whether they come from a lead employer and if we recruit them directly, but we only put the ad-hoc doctors on the TRAC system and it would take time to provide the detail on this. To collate this information would exceed the time and cost limits, as set out in the Act. The Trust is therefore applying Section 12 of the Act (where cost of compliance exceeds appropriate limit):

For Non-medical please see below:

- a. Application form checks - 2.8 days
- b. Right to work checks - 19.7 days

- c. Verification of ID checks - [included in right to work checks](#)
  - d. DBS application - [included in right to work checks](#)
  - e. DBS Update Service checks - [included in right to work checks](#)
  - f. References covering 3 years - [included in right to work checks](#)
  - g. Immunisation record check - [included in right to work checks](#)
  - h. OH checks – Fitness to Practice - [included in right to work checks](#)
  - i. Registration checks - [included in right to work checks](#)
  - j. Degree verification checks - [included in right to work checks](#)
  - k. Pre-employment training checks - [included in right to work checks](#)
  - l. Employment Handbook and policy distributed and signed - [included in right to work checks](#)
  - m. Contracts of employment distributed and signed - [34.3 days](#)
3. On average, how many people are involved in onboarding of one healthcare professional?  
[For doctor's this would involve medical staffing \(2 people, occupational health, DBS service, GMC\).](#)
- [For non-medical recruitment this is the recruitment team. Each recruitment request is assigned to one team member but would also involve occupational health, DBS service](#)
4. In the last 12 months, how many of each of the categories listed below have you onboarded?
- a. Doctors - [103](#)
  - b. Nurses - [189](#)
  - c. AHPs - [112](#)
  - d. Social Workers - [Incorporated in AHP total](#)
  - e. HCAs - [38](#)
5. In the last 12 months, how many individuals to whom an offer of employment was made did not start?  
[Doctors – 3](#)  
[Non-Medical – 139](#)
6. How many FTE HR staff do you employ for?
- a. pre-employment compliance checks
  - b. Onboarding processes
- [Doctors - 3 WTE](#)  
[Non-medical - 6 WTE](#)
7. How many FTE HR staff do you employ in total?  
[68.32 FTE](#)
8. What Band and spine point are compliance and onboarding staff employed at?  
[Doctors – Band 4](#)  
[Non-medical - Band 4](#)  
[Spine points 11 and 17](#)

9. Do you use a manual/paper system for compliance and onboarding?  
Doctors - Excel spreadsheets and Word Documents  
Non-Medical – Excel spreadsheets
10. What IT systems (if any) do you use for compliance and onboarding?  
Doctors -TRAC (limited) and ESR  
Non-Medical TRAC and ESR
11. Is the IT system part of a wider HR integrated system?  
Doctors - ESR is used for the transfer of information for trainees via an interface with HEE  
Non-Medical - TRAC interfaces with ESR (Electronic Staff Records) and NHS jobs NHS Jobs also integrate with job center
12. Are those systems shared with any other organisation?  
Doctors - please see above for transfer of information  
Non-Medical – please see above
13. What is the annual cost of the system/systems in total?  
TRAC £40,000 - £50,000
14. If shared with another organisation, what is the annual cost of your share of using the system?  
ESR is a national system used by NHS Organisations provided to us at no cost
15. Do you require signed paper copies for any of the following?
  - a. Employee contract  
Doctors – Yes  
Non-Medical - electronic signatures accepted
  - b. Handbook  
No
  - c. Any policies or procedures  
Doctors – Yes  
Non-Medical - electronic signatures accepted
  - d. Application forms  
It is an electronic copy which is signed by the individual

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**Applied Exemption:**

**Section 12 (Exemption where cost of compliance exceeds appropriate limit):**

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

- (2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.
  - (3) In subsections (1) and (2) “the appropriate limit” means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.
  - (4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—
    - (a) by one person, or
    - (b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign, the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.
  - (5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated
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#### **Publication Scheme:**

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT’s Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>