

<b>Reference:</b>	FOI.016
<b>Subject:</b>	Agency usage
<b>Date of Request:</b>	14 January 2019

**Requested**

- A monthly breakdown of the agency and locum spend across each staff group, for each of the last 24 months (Prior to December 2018);
- Details of how many FTE staff members were employed each month as a locum/agency in each staff group, for each of the last 24 months (Prior to December 2018);
- The number of vacancies advertised in each staff group, each month for the last 24 months (Prior to December 2018);

**Response:**

The UHB is unable to provide a headcount or full time equivalent (FTE) of the number of Locum and agency staff engaged with by Hywel Dda University Health Board (UHB) during the last two calendar years as this information is not recorded centrally.

It is estimated that the cost of retrieving and providing this information would exceed the “appropriate level” as stated in the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. The “appropriate level” represents the estimated cost of one person spending 18 hours or (2 ½ working days) in determining whether the UHB holds the information, and locating, retrieving and extracting the information.

In order to comply with your request the UHB would be required to manually interrogate all invoices received for Locum and agency staff to establish the number of staff engaged with during the requested timeframe. For the 2018 calendar year it is estimated to cost the following:

Manual scrutiny of 70,000 invoices at approximately 5 minutes per invoice

$$\begin{array}{rcl}
 70,000 \times 5 \text{ minutes per record} & = & 5,833 \text{ hours} \\
 5,833 \text{ hours} \times \text{£}25 \text{ per hour} & = & \text{£}145,833
 \end{array}$$

The UHB is therefore applying an exemption under Section 12 of the Freedom of Information Act 2000 which provides an exemption from a public authority’s obligation to comply with a request for information where the cost of compliance is estimated to exceed the *appropriate limit*.

Under Section 16 of the Freedom of Information Act the UHB has an obligation to provide advice and assistance. The UHB has therefore provided the information requested in relation to expenditure on Locum and agency staff and approved vacancies within Attachments 1 and 2.

Please note the UHB’s recruitment system, Trac, only stores information for the last 12 month period. All other information provided has been drawn from monthly reports that were run at the time. Where no information is provided for months in the 2017/18 financial year the UHB does not hold the relevant monthly report any longer.