

<b>Reference:</b>	FOI.9245.22
<b>Subject:</b>	Highest agency spend
<b>Date of Request:</b>	24 June 2022

**Requested:**

1. Please confirm which 5 agencies you spent the most with for each staff group for the year 2021-2022.

	Locum	Nurse	Allied Health Professional	Non-medical non-clinical
1.				
2.				
3.				
4.				
5.				

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

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

**Response:**

1. Hywel Dda University Health Board (UHB) provides, within the table below, the five (5) agencies with the highest spend for the staff groups requested, during the 2021/2022 financial year.

	Locum	Nurse	Allied Health Professional (AHP)	Non-medical/non-clinical
1.	MEDACS	Wimbourne Nursing Agency Ltd	MEDACS	Woodrow Mercer Recruitment
2.		Thornbury Nursing Agency Ltd	LIAISON	MANPOWER UK LTD
3.		Next Step Nursing Ltd		Driver Hire Swansea
4.		Concept Care Solutions Ltd		HAYS SPECIALIST RECRUITMENT LTD
5.		ASA Medical Solutions Ltd		MACE LTD.

2. The UHB provides, within the table below, the total spend for the staff groups requested, during the 2019/20, 2020/21 and 2021/22 financial years.

<b>Financial year</b>	<b>Locum</b>	<b>Nurse</b>	<b>AHP</b>	<b>Non-medical/ non clinical</b>	<b>Total</b>
<b>2019-2020</b>	4.53 million	16.59 million	1.16 million	0.16 million	22.45 million
<b>2020-2021</b>	5.32 million	15.55 million	0.89 million	0.09 million	21.84 million
<b>2021-2022</b>	6.67 million	28.92 million	0.78 million	0.16 million	36.52 million

3. The UHB confirms that when the timesheets are submitted for processing, they are checked and verified to ensure the standard requirements for rest breaks within the area worked have been provided and taken. If they do not meet the requirements, the timesheets will be queried, until they are verified, approved and processed.

Additionally, for Locums, the UHB's Managed Service provider supplies a Customer Relationship Management (CRM) system that supports the automatic break deduction. The amount of break deducted is in accordance with the amount of hours worked within any twenty-four (24) hour period. On submission of a timesheet, the authoriser will see a warning message to advise that there is a variance in the timesheet hours entered in accordance with the original hours booked. At this stage, the authoriser would review any supporting narrative supplied by the locum that explains why the breaks were not taken, in full or part. Only if the narrative provided meets the parameters that is deemed acceptable will the authoriser approve the timesheet. If not, the authoriser will dispute the submitted timesheet and send it back to the locum for amendments and re-submission.