

<b>Reference:</b>	FOI.1524.19
<b>Subject:</b>	Recruitment of Doctors and Nurses
<b>Date of Request:</b>	9 September 2019

**Requested**

1. At the time of your response, how many substantive job vacancies does the Health Board have in each of the following staff categories?
  - a) Consultant Doctors
  - b) Non-Consultant Doctors
  - c) Nurses (all grades excluding HCA)
  - d) Health Care Assistants (HCAs)
  - e) Allied Healthcare Professionals (AHPs)
  
2. To within 10% accuracy, approximately what proportion of medical (doctor) shifts are covered by:
  - a) Agency Locums
  - b) Bank hours
  - c) Substantive hours
  
3. Does the Health Board have agreed fees in place with any provider for 'temp to perm' hire and if so, what fees are agreed and with which agencies / suppliers? Please indicate any variances in grade / specialty or to the circumstances under which fees may be payable (for example reduced fees if the worker has been supplied on a temporary contract for more than 12 weeks). For each agreed fee, please state whether it refers to Nurses or Doctors, please exclude all other staff categories when answering this question.
  
4. For each of the following, please disclose any 'finders fees' the Health Board has agreed with recruitment businesses which are currently in effect regardless of whether any placements have yet been made on these terms:
  - a) Internationally recruited substantive doctors
  - b) Internationally recruited substantive nurses
  - c) Domestically recruited substantive doctors
  - d) Domestically recruited substantive nurses
  
5. Please disclose the following in relation to 'finder's fees' invoiced between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019:

<b>Substantive Doctor</b>	<b>Highest Fee Paid</b>	<b>Average Fee Paid</b>
Internationally Recruited		
Domestically Recruited		

<b>Substantive Nurse</b>	<b>Highest Fee Paid</b>	<b>Average Fee Paid</b>
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Internationally Recruited		
Domestically Recruited		

6. If currently measured by the Health Board, please complete the following:

	Average Cost To Hire	Average Time To Hire
Substantive Nurse		
Substantive Doctor		

7. Does the Health Board use an Applicant Tracking System (ATS), for example Trac?

8. Who is responsible for international recruitment of Doctors and Nurses at the Health Board (name(s) and job title(s)?

9. Who are the Deputy and Assistant Directors of Workforce and HR at the Health Board?

10. How many substantive doctors and nurses has the Health Board hired since 1<sup>st</sup> April 2019?

**Response:**

Hywel Dda University Health Board (UHB) is unable to provide you with all of the information requested as it is estimated that the cost of answering your request 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 provide you with all of the information being requested in relation to finders and agency fees, the UHB would need to manually scrutinise all invoices held relating to the recruitment of medical and nursing staff.

The UHB is therefore applying an exemption under Section 12 of the Freedom of Information Act 2000 (FOI), 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 for questions 3 and 4.

Under section 16 of the FOI, we are required, as a public authority, to provide advice and assistance so far as it is reasonable, to individuals who have made a request under the FOI Act and therefore can provide you with some of the information requested.

1. The table below provides the total number of substantive job vacancies recorded on TRAC, the UHB’s recruitment system, as at the time of your request. The data has been broken down into the job roles requested:

Category	Total vacancies
Consultant Doctors	12 Whole Time Equivalent (WTE)
Non-Consultant Doctors	12 WTE

Nurses (all grades excluding HCA)	144.47 WTE
Health Care Assistants (HCAs)	7.7 WTE
Allied Healthcare Professionals (AHPs)	5.5 WTE

2. The UHB does not hold information which records the percentage of the medical shifts covered by agency, bank or substantive hours.
5. The table below provides the highest and average fees paid for domestically recruited doctors between 1 September 2018 and 31 August 2019, as recorded on Oracle, the UHB's procurement system at the time of your request:

Substantive Doctor	Highest Fee Paid	Average Fee Paid
Internationally recruited	£8,000.00	£6458.00

6. The table below provides the average time to hire both substantive nurses and doctors as recorded on TRAC, as at the time of your request. The UHB does not hold an average cost to hire a substantive nurse or doctor as various elements of the hiring process are conducted by different departments by numerous members of staff. Therefore, there are too many variables to enable us to calculate this.

	Average Cost To Hire	Average Time To Hire
Substantive Nurse		64.2 working days
Substantive Doctor		47.2 working days

7. The UHB uses the Trac Applicant Tracking System (ATS), which was implemented in April 2016.
8. The UHB is not currently undertaking international recruitment; however, applicants do apply from overseas and these applications are dealt with by the medical recruitment or resourcing teams as appropriate.
9. The UHB's Director of Workforce and Organisational Development (W&OD) is Lisa Gostling, the Deputy Director of W&OD is Steve Morgan.
10. The table below provides the number of nurses recruited during the requested time period. The information is provided as it was recorded on the UHBs Electronic Staff Record system (ESR) at the time of your request:

Nursing	Total
Substantive - Fixed Term Temporary	10
Substantive - Permanent	86
<b>Total</b>	<b>96</b>

11. The table overleaf provides the number of Medical and Dental staff recruited during the requested period. The information is provided as it was recorded on the UHB's ESR system at the time of your request:

<b>Medical &amp; Dental</b>	<b>Total</b>
Substantive - Fixed Term Temporary	25
Substantive - Permanent	12
<b>Total</b>	<b>37</b>