Reference:	FOI.5063.21
Subject:	Rota supplier information
Date of Request:	19 January 2021

Requested:

Rota Supplier Information

1. Does your organisation use any third-party software to support the creation of staff rotas? If yes, please state the name of the supplier.
    (A rota is a pattern of shift work with no individuals attached to it. A rota is used to form a blueprint of compliance or rules based on working patterns for a department, team or unit e.g. to create junior doctor rotas compliant to the 2016 Junior Doctor contract. Rotas are not to be confused with rosters (when shifts are allocated to workers))

2. Out of the following options, which staffing groups are rotas utilised for via your Rota system?
    a. Medical- Consultants
    b. Medical- Junior Doctors
    c. Nursing and Healthcare Assistants (HCAs)
    d. Admin and Estates
    e. Scientific, Therapeutic & Technical (STT) Staff and Allied Health Professionals (AHPs)

3. What is the contract start date for your rota supplier? (dd/mm/yy)

4. What is the contract end date for your rota supplier? (dd/mm/yy)

5. What was the annual cost of your rota supplier for the financial year 19/20 (April 2019 - March 2020)?

6. Are there any exit costs incurred for changing rota supplier? If yes, please state the exit cost

7. What framework was used to procure the rota supplier? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc.

8. Is your Rota supplier the same as your rostering supplier?

9. Does your rota system integrate with your rostering system?

10. Does your rota system integrate with your organisation's Payroll system?
    If so, is the integration with payroll through an open API?

11. What other third-party systems does your rota system integrate with?

Functionality

12. Is your rota system used for the creation of rotas?

13. Is your rota system used for the validation of rotas after they have been created?

14. Does your rota system provide exception reporting? (Exception reporting is the formal mechanism that workers can use to register variations from their agreed work schedule, in terms of their working hours and training.)

15. Does your rota system automatically send completed rota patterns to the associated worker?

16. Does your rota system provide online rota approval that can be accessed by multiple teams?

17. Are there two separate teams in place at the organisation for supporting your rota system and your rostering system?

Response:

1. Hywel Dda University Health Board (UHB) confirms that it does uses third-party software to support the creation of staff rotas.

   CLWRota by Rotamap is the rota supplier for the UHB's Anaesthetics Team in Carmarthenshire. Allocate is the rota supplier for Junior Doctors in training, to monitor compliance with New Deal and the European Working Time Directive (EWTD).

2. The UHB confirms that the rota system is utilised to create rotas for Consultant, Specialty and Associate Specialist (SAS) Doctor and Junior Doctor staffing groups.

3. The UHB confirms that the contract start date with Rotamap, was 23/03/2020.

   The UHB does not hold the information requested for Allocate. The contract is managed by NHS Wales Shared Services Partnership (NWSSP).

4. The UHB confirms that the contract end date with Rotamap, is 22/03/2021.

   The UHB does not hold the information requested for Allocate. The contract is managed by NWSSP.

5. The UHB confirms that the annual cost for the Rotamap contract was £17,141.04 for the financial year 2019/20. Please note, the CLWRota service is charged per user, therefore, annual costs can vary.

   The UHB does not hold the information requested for Allocate. The contract is managed by NWSSP.

6. The UHB confirms that there are no exit costs incurred to change from rota supplier Rotamap.

   The UHB does not hold the information requested for Allocate. The contract is managed by NWSSP.

7. The UHB confirms that the supplier, Rotamap, was procured from E-Rota Ltd via Single Tender Action in 2016.

   The UHB does not hold the information requested for Allocate. The contract is managed by NWSSP

8. The UHB confirms that the rota suppliers are not the same supplier as the rostering system.

9. The UHB confirms that the rota systems do not integrate with the roster system.

10. The UHB confirms that the rota systems does not integrate with the payroll system.

11. Not applicable.

12. The UHB confirms that the two (2) rota systems are both used for the creation of rotas.

13. The UHB confirms that the two (2) rota systems are both used for the validation of rotas after they have been created.

14. The UHB confirms that the two (2) rota systems do provide exception reporting.

15. The UHB confirms that the CLWRota system does automatically send completed rota patterns to the associated worker, whereas, the Allocate system does not automatically send completed rota patterns to the associated worker.

16. Not applicable.

17. The UHB confirms that there are two separate teams within the UHB supporting the rota and rostering systems.