

**Information Governance**

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23 October 2017  
Reference no. 17180201

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 25 September, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request:**

I require a full breakdown of staff specifically employed for North & West Oxfordshire Adult Mental Health Teams.

- How many Psychiatrists, please indicate number of year's experience in this field
- How many Psychiatric nurses with number of years' experience in this field, please break this figure down between those who work out of Banbury and Witney Centres and those who are on the wards
- How many Psychiatric nurses are employed who are licenced to administer drugs
- How many Clinical Psychiatrists and employed
- How many pharmacists
- How many Doctors for the wards in the Mental Health Hospitals
- How many Dentists are employed for the Mental Health Wards
- How many other staff are employed for the hospital wards broken down by: Admin, Housekeeping and those unstilled and unprofessional certified who are working on the wards
- Physiotherapies, Occupational therapists, Social workers

- Indicate annual spend and number of bank staff qualified and unqualified indicate also number of staff on zero hours contracts
- Indicate the breakdown on all staff sectors between adult mental health and child mental health
- Indicate number of wards Adult and children and beds then cross reference staff levels per ward day and night
- Please provide details of how you conduct DBS checks on your staff and if you do this and what staff if any are exempt. (Enhanced Criminal Record Certificate with in
- the meaning of sections 113B and 116 of the Police Act 1997
- How many staff in your employment have current DBS checks
- Provide details of how many sexual assault allegations you have received over the last seventeen years.
- Please provide details of suspensions and employment terminations for staff over drugs offences.
- Please provide details of Bonuses paid if they are performance related and who received them, all details of Management Board remuneration and then the pay scales for all other employees.

Breakdown these figures annual from 2000 so over a seventeen-year period so we can see the true picture of patient centred care.

Response:

The Trust is unable to comply with this area of your request as to do so would require the Trust to exceed the appropriate limit. The information, where held, is not in a structured or reportable form and the Trust would have to search for, retrieve, and manually review thousands of electronic and paper based health records in order to collate the information you require. To provide the information requested even if it only took a minimum 1 hour per year for each area of your request (17 years multiplied by 15 areas), would involve a minimum of 255 hours work. The final total may exceed this figure. The appropriate limit set in regulation by section 12 of the Freedom of Information Act is 18 hours.

It is difficult to advise if reducing the scope of the request even to fewer years would bring it within the appropriate limit, since the scope of the request is so broad and if held much of the information is unstructured and requires manual review. The 1 hour per area estimate is illustrative, and likely to be an underestimate.

The Trust has considered if the request is vexatious and whether to apply section 14(1) as the scope of the request is so broad and the extent of the information requested so large, but is targeted at particular teams within the Trust. The Trust considers that section 14(1) is potentially engaged, is not applying it at this point but reserves the right to apply it.

Request for review:

The Trust is unable to comply with this request as to do so would require the Trust to exceed the appropriate limit. The information, where held, is not in a structured or reportable form and the Trust would have to search for, retrieve, and manually review thousands of electronic and paper based health records in order to collate the information you require. Reducing the request to 7 years would still require an amount of work in searching, obtaining, reviewing and collating information which exceeds the appropriate limit set by the Freedom of Information Act. To provide the information requested even if it only took a minimum 1 hour per year (but could involve 3 or more) for each area of your request (7 years multiplied by 15 areas), would involve a minimum of 107 hours work (or potentially in excess of 300 hours effort). The final total may exceed this figure. The appropriate limit set in regulation by section 12 of the Freedom of Information Act is 18 hours.

It is difficult to advise if reducing the scope of the request even to fewer years would bring it within the appropriate limit, since the scope of the request is so broad and if held much of the information is unstructured and requires manual review. The 1 hour (or 3 or more) per area estimate is illustrative, and likely to be an underestimate.

The Trust has considered if the request is vexatious and whether to apply section 14(1) as the scope of the request is so broad and the extent of the information requested so large, but is targeted at particular teams within the Trust. The Trust considers that section 14(1) is potentially engaged, is not applying it at this point but reserves the right to apply it.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance