

**Information Governance**

White Building  
Littlemore Mental Health Centre  
Sandford Road  
Littlemore  
Oxford  
OX4 4XN

Tel: 0845 219 1269  
Fax: 0845 219 1275  
Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

11 June 2018  
Reference no. 18190069

Dear

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

Thank you for your email of 11 May 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:**

**Q1: Staff vacancies:**

What is your trust's a) FTE establishment and b) total FTE vacancies for each of the following staff groups, at 1 May 2017 and at 1 May 2018:

1. All staff (including below groups)
2. Hospital & Community Health Service Doctors
3. Registered nurses

**Q2: Agency cover:**

How many FTE equivalent posts were covered by agency staff on Tuesday 3 April 2018 for each of the following groups:

1. All staff (including below groups)
2. Hospital & Community Health Service Doctors
3. Registered nurses

**Q3: Agency staff:**

How many individual agency staff have been working continuously (at least one shift per month) at the trust as of May 2018 for a) 3 months, b) 6 months and c) 12 months for the following groups:

1. All staff (including below groups)
2. Hospital & Community Health Service Doctors
3. Registered nurses

**Q4: Agency staff:**

What is the longest that an individual agency worker have been working continuously (at least one shift per month) at the trust as of May 2018 for the following groups:

1. All staff (including below groups)
2. Hospital & Community Health Service Doctors
3. Registered nurses

For Questions 1&2 please use the following table for replies if possible:

	FTE establishment at 1 April 2017	Total FTE vacancies at 1 April 2017	FTE establishment at 1 April 2018	Total FTE vacancies at 1 1 April 2018	FTE posts covered by agency staff on Tuesday 3 April 2018
1. All staff (including below groups)					
2. Hospital & Community Health Service Doctors					
3. Registered nurses					

For Questions 3&4 please use the following table for replies if possible:

	Agency staff working continuously for 3 months	Agency staff working continuously for 6 months	Agency staff working continuously for 12 months	Longest that an individual agency worker has been working continuously at the trust as of May 2018
1. All staff (including below groups)				
2. Hospital & Community Health Service Doctors				
3. Registered nurses				

Response:

1.

	FTE establishment at 1 April 2017	Total FTE vacancies at 1 April 2017	FTE establishment at 1 April 2018	Total FTE vacancies at 1 1 April 2018	
1. All staff (including below groups)	5351.81	8.98	4612.43	13.4	

2. Hospital & Community Health Service Doctors	287.38	19.5	287.90	24.2	
3. Registered nurses	1657.11	19.3	1636.16	22.3	

2.

	FTE posts covered by agency staff on Tuesday 3 April 2018
1. All staff (including below groups)	675.25
2. Hospital & Community Health Service Doctors	15.06
3. Registered nurses	122.58

3 and 4: The Trust is also not able to comply with this element of your request as to do would require it to exceed the appropriate limit. The information requested is held in an unstructured form and would require cross checking with invoices and the Trust roster system. There are over 800 records to review and even if it took only 5 minute to review each record a minimum of 66 hours work would be required to comply with your request. The appropriate limit set in regulation by section 12 of the Freedom of Information Act is 18 hours.

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 Fol 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