

Human Resources

Frequently Asked Questions

Table of Contents

About this document.....	2
Agency FAQ's.....	3
Agency spend.....	3
Monthly Agency Fill Rates (percentage).....	3
Arrangements for agency locums.....	3
On-Framework agencies used 2018-19.....	7
Off framework agencies used 2018-19.....	8
Break glass rates.....	8
Cap Rates.....	10
Direct Engagement.....	10
Apprenticeships.....	10
Bank staff.....	12
Bank Spend.....	12
Arrangements for bank staff.....	12
Monthly Bank fill rates (percentage).....	13
Monthly Unfilled Rate (Bank & Agency – percentage).....	13
Brexit.....	14
Cases of bullying and sexual harassment.....	14
Employee Assistance & Wellbeing.....	15
E-Rostering.....	15
EU staff, Non-EU Staff & international recruitment.....	15
General staffing questions.....	18
Staff numbers.....	18
Total Trust spend on staffing.....	18
HR Policies.....	18
Occupational Health & Wellbeing Department (OH).....	18
Pay & Conditions - Salary Advances & Loans.....	19
Pay and Conditions – Medical staff (e.g. doctors, dentists).....	19
Pay and Conditions – Nursing staff.....	19
Pay and Conditions – All other staff.....	20
Salary Sacrifice.....	20
Sickness.....	20
Sickness – statistics.....	20
Sickness – other areas.....	20
Staff names, job titles, contact info.....	20
Structure / organisation charts.....	21

About this document

Please check the information provided very carefully for the answers you are seeking. The information may not be in the section or exact format you wish but it is the information held by the Trust. If you cannot find the information you require in this document, in our [publication scheme](#) or elsewhere on our website, you can submit a request to our [Freedom of Information team](#).

About this information

The information is current and/or for the periods stated; we will publish updated information periodically. Accordingly, where we receive requests for more up to date information, we will apply an FOI Act Section 22 exemption (information intended for future publication) to any such FOI request received.

Agency FAQ's

Agency spend

Please see [Bank and Agency data.xlsx](#)

How much has the Trust planned to spend on agency staff during 2018-19 (or, any year)

The Trust does not plan or budget for agency staff.

Monthly Agency Fill Rates (percentage)

Please note: The Trust's staff bank has only existed in its current form since July 2018 so data is only available from that date.

Monthly Agency Fill Rate

Nursing		Doctors		Admin & Clerical		AHP	
Apr-19	8.60%	Apr-19	40.70%	Apr-19	11.40%	Apr-19	55.70%
Mar-19	7.60%	Mar-19	38.20%	Mar-19	15.80%	Mar-19	61.00%
Feb-19	7.10%	Feb-19	38.20%	Feb-19	10.60%	Feb-19	64.40%
Jan-19	6.80%	Jan-19	36.70%	Jan-19	8.60%	Jan-19	60.50%
Dec-18	6.50%	Dec-18	40.20%	Dec-18	7.50%	Dec-18	61.30%
Nov-18	6.40%	Nov-18	45.90%	Nov-18	8.20%	Nov-18	62.70%
Oct-18	8.20%	Oct-18	43.40%	Oct-18	10.20%	Oct-18	62.10%
Sep-18	8.30%	Sep-18	41.60%	Sep-18	10.40%	Sep-18	54.90%
Aug-18	8.50%	Aug-18	39.40%	Aug-18	9.20%	Aug-18	56.40%
Jul-18	10.10%	Jul-18	31.70%	Jul-18	10.50%	Jul-18	53.70%

Arrangements for agency locums

Which Frameworks do you use for the supply of Locum Doctors and Locum Nurses?

CPP Framework/LPP

Do you have an agency service level agreement in place for Medical locums?

No

Which framework do you currently source staff under?

CPP/LPP

Who approves above-cap and/or off-framework usage?

Chief Executive or Executive Medical Director (delegated) We do not use off-framework.

Do you have a tiering system in place for medical locum agencies?

No

Do you have a tiering system for nursing agencies?

Yes

Tier 1 Agencies:	Tier 2 Agencies:
<ul style="list-style-type: none"> Athona 	<ul style="list-style-type: none"> Hallam

• Capital Staffing Services	• Day Webster
• Capital Care Services	• Merco
• Care Providers (AD) Limited	• RMR Recruitment
• Firstpoint Healthcare	
• Hays Healthcare	
• HCL Nursing	
• Impact Healthcare	
• MedicsPro	
• Medilink	
• Redspot Care Limited	
• TFS Healthcare	
• Your World Recruitment	
• Pulse Nursing & Care	
• Cromwell Medical Staffing	
• I D Medical	
• Globe Locums	
• Total Assist	
• Staffing Professionals	
•	

Is agency Medical Locum supply managed by staff in departments or by a centralised team?

The current arrangement is de-centralised with bookers in the services but with an outsourced supplier managing the sourcing via the agencies as a central point on behalf of the Trust

Does the Trust have a master vend contract for Doctor and Nurse supply?

No

Do you use agencies for Permanent Doctors and Nursing recruitment?

Agencies are used on occasion, selectively, for specific recruitment activity.

Number of agency workers broken down by Job Title?

Information not held – we do not record the total number of agency workers broken down by job title only by staff group e.g. junior doctor, administrative and clerical

Number of agency workers broken down by Agenda for Change Band

Please note: The Trust's staff bank has only existed in its current form since 02 July 2018 so data is only available from that date.

Date	Agenda For Change	Total
Jul-18	AfC Band 3	7
	AfC Band 4	8
	AfC Band 5	277
	AfC Band 6	78
	AfC Band 7	42
	AfC Band 8a	5
	AfC Band 8b	2
	AfC Band 8c	2
	AfC Band 8d	1

Date	Agenda For Change	Total
	Medical - Associate Specialist	3
	Medical - Consultant / GP	27
	Medical - Foundation Y1	1
	Medical - Registrar ST1-2 / Core medical training	53
	Medical - Registrar ST3 (+)	28
	Medical - Speciality / staff grade Doctor	1
July Total		535

Date	Agenda For Change	Total
Aug-18	AfC Band 3	11
	AfC Band 4	5
	AfC Band 5	239
	AfC Band 6	72
	AfC Band 7	33
	AfC Band 8a	4
	AfC Band 8b	1
	AfC Band 8c	2
	AfC Band 8d	2
	Medical - Associate Specialist	3
	Medical - Consultant / GP	34
	Medical - Registrar ST1-2 / Core medical training	51
	Medical - Registrar ST3 (+)	21
Medical - Speciality / staff grade Doctor	2	
August Total		480
Sep-18	AfC Band 3	13
	AfC Band 4	3
	AfC Band 5	214
	AfC Band 6	87
	AfC Band 7	33
	AfC Band 8a	4
	AfC Band 8b	1
	AfC Band 8c	2
	AfC Band 8d	2
	Medical - Associate Specialist	3
	Medical - Consultant / GP	33
	Medical - Registrar ST1-2 / Core medical training	47
	Medical - Registrar ST3 (+)	20
Medical - Speciality / staff grade Doctor	4	
September Total		466
Oct-18	AfC Band 2	1
	AfC Band 3	9
	AfC Band 4	3
	AfC Band 5	184
	AfC Band 6	93
	AfC Band 7	37

Date	Agenda For Change	Total
	AfC Band 8a	5
	AfC Band 8b	3
	AfC Band 8c	3
	AfC Band 8d	2
	Medical - Associate Specialist	2
	Medical - Consultant / GP	36
	Medical - Registrar ST1-2 / Core medical training	43
	Medical - Registrar ST3 (+)	16
	Medical - Speciality / staff grade Doctor	7
October Total		444
Nov-18	AfC Band 2	4
	AfC Band 3	10
	AfC Band 4	4
	AfC Band 5	146
	AfC Band 6	98
	AfC Band 7	35
	AfC Band 8a	7
	AfC Band 8b	1
	AfC Band 8c	3
	AfC Band 8d	1
	Medical - Consultant / GP	26
	Medical - Registrar ST1-2 / Core medical training	44
	Medical - Registrar ST3 (+)	14
Medical - Speciality / staff grade Doctor	8	
November Total		401
Dec-18	AfC Band 1	1
	AfC Band 2	2
	AfC Band 3	7
	AfC Band 4	4
	AfC Band 5	154
	AfC Band 6	94
	AfC Band 7	31
	AfC Band 8a	8
	AfC Band 8b	2
	AfC Band 8c	3
	AfC Band 8d	1
Medical - Consultant / GP	28	

Date	Agenda For Change	Total
	Medical - Registrar ST1-2 / Core medical training	41
	Medical - Registrar ST3 (+)	20
	Medical - Speciality / staff grade Doctor	7
December Total		403
Jan-19	AfC Band 1	1
	AfC Band 2	2
	AfC Band 3	7
	AfC Band 4	3
	AfC Band 5	184
	AfC Band 6	110
	AfC Band 7	33
	AfC Band 8a	8
	AfC Band 8b	1
	AfC Band 8c	3
	AfC Band 8d	3
	Medical - Consultant / GP	27
	Medical - Registrar ST1-2 / Core medical training	47
	Medical - Registrar ST3 (+)	20
	Medical - Speciality / staff grade Doctor	8
January Total		457
Feb-19	AfC Band 2	1
	AfC Band 3	8
	AfC Band 4	3
	AfC Band 5	187
	AfC Band 6	120
	AfC Band 7	41
	AfC Band 8a	9

Date	Agenda For Change	Total
	AfC Band 8b	1
	AfC Band 8c	3
	AfC Band 8d	3
	AfC Band 9	2
	Medical - Consultant / GP	25
	Medical - Registrar ST1-2 / Core medical training	54
	Medical - Registrar ST3 (+)	19
	Medical - Speciality / staff grade Doctor	11
February Total		487
Mar-19	AfC Band 1	1
	AfC Band 2	1
	AfC Band 3	7
	AfC Band 4	4
	AfC Band 5	198
	AfC Band 6	116
	AfC Band 7	45
	AfC Band 8a	7
	AfC Band 8b	1
	AfC Band 8c	2
	AfC Band 8d	3
	AfC Band 9	2
	Medical - Consultant / GP	26
	Medical - Registrar ST1-2 / Core medical training	74
	Medical - Registrar ST3 (+)	19
	Medical - Speciality / staff grade Doctor	10
March Total		516
Grand Total		4189

What was the total number of agency workers?

4189

Agency hours

Please use the data here [Bank and Agency data.xlsx](#) . Pick 'Staff summary' and 'Staff type' and 'Hours' and for the calendar period that you want.

Agency hours are only available where the booking is through Bank Partners

Agency hours are not recorded where the invoices are paid directly by King's.

Introductory fees for doctors taken onto NHS contracts.

Information not held –these costs are mixed with advertising costs and are not specifically identified
However we would not pay above agreed framework rates for permanent placements.

What was the Trust's total spend on locum agency fees, for the recruitment of doctors in year 2018-19 (or, any year)

Information not held - agency fees are not specifically identified, so we are unable to supply this data.
Some arrangements do not come via a central route.

On-Framework agencies used 2018-19

Please note: The Trust's staff bank has only existed in its current form since 02 July 2018 so data is only available from that date.

On FW Agencies from 02/07/18 to 31/03/19.

Agency	Staff Group	On/Off Framework
Accident (DRS)	Doctors	On FW
AllLan (A&C)	NMNC	On FW
AnaAge (DRS)	Doctors	On FW
Anaes (DRS)	Doctors	On FW
ATH (NUR)	Nursing Staff	On FW
ATH (nurs)	Nursing Staff	On FW
Atho (Drs)	Doctors	On FW
AtlMed (AHP)	AHP/HSS	On FW
BlueCr (DRS)	Doctors	On FW
Cap (AHP)	AHP/HSS	On FW
CapCar (NUR)	Nursing Staff	On FW
CapSta (NUR)	Nursing Staff	On FW
CarPro (NUR)	Nursing Staff	On FW
ComF(A&C)	NMNC	On FW
CromMe (NUR)	Nursing Staff	On FW
CTN (NUR)	Nursing Staff	On FW
Day (ENP)	Nursing Staff	On FW
Daytm (NUR)	Nursing Staff	On FW
DOC (DRS)	Doctors	On FW
DRCLoc (DRS)	Doctors	On FW
EmDept (DRS)	Doctors	On FW
FirHea (NUR)	Nursing Staff	On FW
Globe (AHP)	AHP/HSS	On FW
Globe (NUR)	Nursing Staff	On FW
Good(A&C)	NMNC	On FW
GSATech(A&C)	NMNC	On FW
Hall (ENP)	Nursing Staff	On FW
HaysHe (NUR)	Nursing Staff	On FW

Agency	Staff Group	On/Off Framework
HCL (AHP)	AHP/HSS	On FW
HCL (DRS)	Doctors	On FW
HCL (NUR)	Nursing Staff	On FW
HCL Health (AHP)	AHP/HSS	On FW
HolDoc (DRS)	Doctors	On FW
Hunter (A&C)	NMNC	On FW
IDMedi (DRS)	Doctors	On FW
IDMedi (NUR)	Nursing Staff	On FW
IMPH	Nursing Staff	On FW
IMPH (NUR)	Nursing Staff	On FW
IMS (DRS)	Doctors	On FW
Int Med (AHP)	AHP/HSS	On FW
IntMed (DRS)	Doctors	On FW
IntPro (A&C)	NMNC	On FW
JenRee (AHP)	AHP/HSS	On FW
JUST(AHP)	AHP/HSS	On FW
JustPhys (AHP)	AHP/HSS	On FW
Keystr (A&C)	NMNC	On FW
Loc Ppl (DRS)	Doctors	On FW
LocVis (DRS)	Doctors	On FW
Maxxim (AHP)	AHP/HSS	On FW
Medacs (DRS)	Doctors	On FW
Mede (DRs)	Doctors	On FW
Medech (DRS)	Doctors	On FW
Medipl (AHP)	AHP/HSS	On FW
Medline (Drs)	Doctors	On FW
MedLink	Nursing Staff	On FW
MedLink (NUR)	Nursing Staff	On FW

Agency	Staff Group	On/Off Framework
MedPro (AHP)	AHP/HSS	On FW
MedPro (AHP)	Doctors	On FW
MedPro (DRS)	Doctors	On FW
MedPro (NUR)	Nursing Staff	On FW
MedPro (NUR)	AHP/HSS	On FW
MedSol (DRS)	Doctors	On FW
MeHeGr (DRS)	Doctors	On FW
Merco (ENP)	Nursing Staff	On FW
MP :OC DRS	Doctors	On FW
NatLoc (DRS)	Doctors	On FW
PerMed (DRS)	Doctors	On FW
PiMeRe (AHP)	AHP/HSS	On FW
ProvMed (DRS)	Doctors	On FW
Pulse (A&C)	AHP/HSS	On FW
Pulse (NUR)	Nursing Staff	On FW
Pulse (NUR)	AHP/HSS	On FW
ReaSta (A&C)	NMNC	On FW
RedCar (NUR)	Nursing Staff	On FW
Ree (A&C)	NMNC	On FW
REMed (DRS)	Doctors	On FW

Agency	Staff Group	On/Off Framework
ReThink	NMNC	On FW
RIGHea (AHP)	AHP/HSS	On FW
RIGLoc (DRS)	Doctors	On FW
RMR	Doctors	On FW
SCT	AHP/HSS	On FW
StaPro (Nur)	Nursing Staff	On FW
Sugar (AHP)	AHP/HSS	On FW
SugMed	AHP/HSS	On FW
TFS (NUR)	Nursing Staff	On FW
TFS (NURS)	Nursing Staff	On FW
TotAss (DRS)	Doctors	On FW
TriNurs (NUR)	Nursing Staff	On FW
TTM (NUR)	Nursing Staff	On FW
TXM	Doctors	On FW
UMED (DRS)	Doctors	On FW
VenGro (A&C)	NMNC	On FW
YoWoRe (NUR)	Nursing Staff	On FW
YoWoRO (A&C)	NMNC	On FW
YoWoRo (AHP)	AHP/HSS	On FW

Off framework agencies used 2018-19

Please note: The Trust's staff bank has only existed in its current form since 02 July 2018 so data is only available from that date.

Off Framework Agencies from 02/07/18 to 31/03/19.

Agency	Staff Group	On/Off Framework
CheRec (NUR)	Nursing Staff	Off Framework

On FW Agencies from 02/07/18 to 31/03/19.

Break glass rates

Please note: Only doctors can 'break glass', for all other staff groups we have shown those 'over cap'.

Could you please provide me with a breakdown of all the healthcare staffing disciplines provided by agencies in which the trust have broken glass / being charged escalated rates?

- Doctors
- AHP/HSS
- NMNC
- Nursing Staff

Could you please state how many agency workers, per discipline, the break glass / escalated rates applies to re question 1?

Please note:

The Trust's staff bank has only existed in its current form since 02 July 2018 so data is only available from that date.

Only doctors can 'break glass', for all other staff groups we have shown those 'over cap'.

Staff Group	Number of workers over Cap/Break Glass*
	2018/19 (From July 2 nd)
Doctors	37
AHP/HSS	20
NMNC	6
Nursing Staff	21

Could you please state how many healthcare agency workers, per discipline, the Trust are being charged the maximum capped rate as stipulated by their governed framework?

Staff Group	Number of workers at Cap/Break Glass*		
	02.07.18 – 30.09.18*	01.10.18 – 31.12.18	01.01.19 – 31.03.19
Doctors	139	102	132
AHP/HSS	-	-	-
NMNC	-	-	1
Nursing	-	-	-

*For doctors it is those at break glass, for all other staff groups it is those at cap

Please provide details of all medical break glass rates

- As at February 2019.

Break Glass		
Grade	Core	Unsocial
CONS	89.91	104.56
JCF	45.65	53.88

ST1/2	45.65	53.88
ST3+	69.9	82.75
FY1	28.91	34.06
AS	66.04	77.61
Specialty Dr	74.42	87.27
ST2-3 (Paed)	57.05	67.32
FY2	42.54	50.26
ST3+/SCF Non-res OC	69.9	82.75
ST1/2	45.65	53.88
CON NonR Oncall+1PA	89.91	104.56

Emergency Dept		
Grade	Core	Unsocial
ST3+	69.9	82.75
CONS	108.41	127.61
SPR	69.9	82.75

Cap Rates

Cap rates are publically available at [NHS Improvement - reducing-expenditure- Agency Staff - rules and price caps](#)

Direct Engagement

Do you use a Direct Engagement model to engage locum staff?

Yes

If so, please state the name of the company used

24/7 Time

What is the start and expiry dates for this contract?

Direct Engagement has been in place since June 2015 and the Trust's procurement team are looking at the contractual process going forwards

What is the cost of this service and it charged per hour or % fee?

Currently 50p per hour, but the G-Cloud 10 framework will move this to 54p per hour

Apprenticeships

The total number of apprenticeships started by quarter at your Trust during this period, broken down by level of apprenticeship qualification

The number of your apprentices participating that were new staff to the Trust and the number that were existing staff taking on a qualification

Financial Year	Quarter	Qualification	Level	Number of apprenticeships	Internal staff	External staff
2019/2020	Q1 Apr, May, Jun	Business Administration	2	2	1	1
		Business Administration	3	9	~	10
	Total			12	1	11

Financial Year	Quarter	Qualification	Level	Number of apprenticeships	Internal staff	External staff
2018/2019	Q1 Apr, May June	Clinical Skills	2	1	1	~
		Senior Healthcare Support Worker	3	4	4	~
		Business Administration	2	5	~	5
		IT Infrastructure Technician	3	2	~	2
		Executive MBA	7	3	3	~
		Operations Departmental Manager	5	13	13	~
		Associate Project Manager	4	1	1	~
2018/19	Q2 July, Aug, Sept	Chartered Managers Degree	6	1	1	~
		Pharmacy Assistant	2	1	1	~
		Senior Healthcare Support Worker	3	1	1	~
		Business Administration	2	7	5	2
		Business Administration	3	13	9	4
		Team Leader Supervisor	3	14	14	~
2018/2019	Q3 Oct, Nov, Dec	Facilities Services	2	3	3	~
		Business Administration	2	1	1	~
		Business Administration	3	6	4	2
		Pharmacy Assistant	2	3	3	~
		Senior Leader MBA	7	4	4	~
		Digital Technician Specialist	6	5	5	~
2018/2019	Q4 Jan, Feb March	Trainee Nursing Associate	5	23	23	~
		Business Administration	2	1	1	~
		Digital Technician Solutions Specialist	7	1	1	~
Year Total				115		

Financial Year	Quarter	Qualification	Level	Number of apprenticeships	Internal staff	External staff
2017 /18	Q1 Apr 2017, May June	Trainee Dental Nurse	3	8	~	8
	Q2 July, Aug, Sept	Business Administration	3	4	1	3
		Health & Social Care	3	8	8	
		Senior Healthcare Support worker	3	1	~	1

		Healthcare Science Practitioner	6	2	~	2
Q3 Oct, Nov Dec		Business Administration	2	4	~	4
		Business Administration	3	1	~	1
Q4 2018 Jan, Feb Mar		Business Administration	3	8	7	1
		Pharmacy Assistant	2	7	7	~
		Team Leader Supervisor	3	17	17	~
		Maternity & Paediatric Support	3	8	8	~
		Chartered Managers Degree	6	1	1	~
	Year Total			69	49	20

The total amount your Trust has paid via the Apprenticeship Levy by quarter since its inception

Financial year 2018-19

Q1 Apr, May June	Q2 July, Aug, Sept	Q3 Oct, Nov, Dec	Q4 Jan, Feb, Mar
602,720	623,367	623,741	634,011

The amount of Apprenticeship Levy that is currently unused by your Trust

£4,082,383 – as at May 2019. This means out of the very 1st levy payment, this is what the Treasury will take back off the Trust as it remains unspent. It's only the oldest levy funds that has reached 24 months old that expires.

Bank staff

Bank Spend

Please see [Bank and Agency data.xlsx](#)

Arrangements for bank staff

Does the Trust have a staff bank?

Yes, the Trust does have a staff bank, comprised of Trust and other workers who register with Bank Partners. This is managed by Bank Partners since 02/07/18. Prior to that it was NHS Professionals (NHSP). Staff bank is not an agency.

When requiring temporary workers, the Trust would first contact the staff bank and would only contact agencies if Bank Partners are not able to fill the role.

Do you manage this on a system?

We use Allocate HealthRoster and Bank Staff. The costs for this service are covered as part of our contract with Bank Partners and the contract is in place for up to 4 years from 02/07/18.

If yes, how much do you pay for this per annum or if per transaction please confirm?

The Trust does hold the information you have requested, but considers that release of this information falls within the exemption provided by Section 41 of the Act Information provided in Confidence.

Section 41 explains that:

- information will be exempt from disclosure if it was obtained by the public authority from another party (including another public authority), and
- the disclosure of the information to the public (otherwise than under this Act) by the public authority holding it would result in a breach of confidence actionable by that or any other party.

What value goes through your internal bank currently?

Staff Group	Cost in £								
	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019
AHP/HSS	122,679	144,445	151,525	123,909	124,754	103,945	132,144	126,719	163,169
Doctors	205,024	311,955	338,267	379,828	330,606	302,787	384,297	401,093	462,909
NMNC	264,822	268,245	239,449	268,114	268,961	213,884	231,811	231,711	266,852
Nursing Staff	2,065,017	2,312,901	2,309,352	2,310,150	2,228,414	2,211,439	2,569,928	2,511,576	2,994,171
Total	2,657,541	3,037,545	3,038,593	3,082,002	2,952,734	2,832,055	3,318,180	3,271,099	3,887,101

Do you provide staff to others through a bank, or is it exclusively for the trusts' own workforce requirements?

No, solely for the Trust workforce.

Monthly Bank fill rates (percentage)

Please note: The Trust's staff bank has only existed in its current form since July 2018 so data is only available from that date.

Nursing		Doctors		Admin & Clerical		AHP	
Jan-19	83.70%	Jan-19	39.30%	Apr-19	79.90%	Apr-19	39.90%
Feb-19	84.30%	Feb-19	37.00%	Mar-19	83.40%	Mar-19	36.80%
Mar-19	83.80%	Mar-19	37.20%	Feb-19	88.60%	Feb-19	34.90%
Apr-19	82.50%	Apr-19	41.00%	Jan-19	90.20%	Jan-19	39.30%
Jul-18	82.30%	Jul-18	19.10%	Dec-18	92.50%	Dec-18	37.40%
Aug-18	87.00%	Aug-18	28.60%	Nov-18	91.80%	Nov-18	37.30%
Sep-18	87.50%	Sep-18	33.50%	Oct-18	89.80%	Oct-18	37.90%
Oct-18	86.90%	Oct-18	42.60%	Sep-18	89.50%	Sep-18	44.80%
Nov-18	89.10%	Nov-18	40.40%	Aug-18	90.70%	Aug-18	43.00%
Dec-18	85.00%	Dec-18	38.80%	Jul-18	89.50%	Jul-18	46.10%

Monthly Unfilled Rate (Bank & Agency – percentage)

Monthly Unfilled rate

Nursing		Doctors		Admin & Clerical		AHP	
Apr-19	9.00%	Apr-19	18.30%	Apr-19	8.70%	Apr-19	4.40%
Mar-19	8.60%	Mar-19	24.60%	Mar-19	0.80%	Mar-19	2.20%
Feb-19	8.70%	Feb-19	24.80%	Feb-19	0.90%	Feb-19	0.70%

Jan-19	9.50%	Jan-19	24.00%	Jan-19	1.20%	Jan-19	0.20%
Dec-18	8.50%	Dec-18	21.10%	Dec-18	0.00%	Dec-18	1.30%
Nov-18	4.50%	Nov-18	13.70%	Nov-18	0.00%	Nov-18	0.00%
Oct-18	4.80%	Oct-18	14.00%	Oct-18	0.00%	Oct-18	0.00%
Sep-18	4.20%	Sep-18	25.00%	Sep-18	0.10%	Sep-18	0.30%
Aug-18	4.40%	Aug-18	32.00%	Aug-18	0.10%	Aug-18	0.60%
Jul-18	7.50%	Jul-18	49.20%	Jul-18	0.00%	Jul-18	0.20%

Brexit

Are you intending to cover the cost of the EU settlement scheme fee for your employees affected by Brexit?

N/A – the scheme is now free

Is your NHS Trust also offering to cover the costs of Settled Status applications for the families of members of staff?

No

How many EU national employees do you estimate have applied or will need to apply under the scheme?

We no longer track this as the costs are not reclaimed via the Trust.

If you are covering their fees, what is your estimate for how much in total the cost is to you?

N/A – no cost

Cases of bullying and sexual harassment

How many cases of bullying and sexual harassment/ sexual offences have been reported to your NHS trust about NHS staff over a five-year period (2014-15, 2015-16, 2016-17, 2017-18, 2018-19)? Please break this down by year and say whether it was a case of bullying or sexual harassment/ offences.

Please can you say the gender of the accuser and those being accused, as well as giving a description of the accuser and accused's job title and seniority level.

How many people over a five-year period (2014-15, 2015-16, 2016-17, 2017-18, 2018-19) were dismissed or disciplined as a result of bullying and sexual harassment/ any sexual offences? Please break this down by year and offence, and say the job title of those affected, as well as their seniority level.

How many non-disclosure agreements were issued in bullying/ harassment cases over a five-year period (2014-15, 2015-16, 2016-17, 2017-18, 2018-19)? Please break this down by year and provide any information about the nature of the complaint.

There have been a total of six cases of sexual harassment or assault recorded by the Trust over the last four years. Due to the low number of instances, any further detail could potentially be used to identify the individual; certainly the individual would be able to identify themselves from any further details provided. Under section 40(2) of the Act, personal information about living individuals is exempt if disclosure to a third party would breach one or more principles of the Data Protection Act. Accordingly,

the Trust is withholding this information under Section 40(2) of the Freedom of Information Act as disclosure would breach the fair processing principle of the Data Protection Act.

Employee Assistance & Wellbeing

Does your trust offer financial and wellbeing advice?

Yes, via our Employee Assistance Programme

If so, please state the name of your provider?

Workplace Options

What is the contract start and end dates?

1st April with annual renewal

What is the annual cost to the organisation in 17/18?

The Trust does hold the information you have requested, but considers that release of this information falls within the exemption provided by Section 43 (2) of the Act, on the basis that the information is commercially sensitive and would be likely to prejudice the commercial interest of various parties.

E-Rostering

For details of Trust E-Rostering systems please see <https://www.kch.nhs.uk/about/corporate/foi/foi-fags> and scan down to ICT

EU staff, Non-EU Staff & international recruitment

1. What percentage of your staff are citizens of other European Economic Area countries?

	01 Apr 18	01 Apr 19
All staff	10.27%	9.74%

2. What percentage of the EEA citizens you identify in Qu 1 are classified as doctors, nurses or HCPC professionals?

	01 Apr 18	01 Apr 19
Medical & Dental	23.33%	22.78%
Nursing & Midwifery	43.73%	41.71%
Health Care Professionals (HCPA)	6.03%	6.45%

- The number of EU nationals (non UK citizens) working as staff for this NHS Trust in the years between 2012 and 2018, both included.
- The number of non-EU nationals working as staff for this NHS Trust in the years between 2012 and 2018, both included.
- The number of workers with unknown nationality working for this NHS Trust in the years between 2012 and 2018, both included.
- If possible, I would like to get all this data broken down into the following categories: nursing staff, medical staff, healthcare assistants and administration staff.

Staff Groups	Calendar Year						
	2012	2013	2014	2015	2016	2017	2018
EU	592	765	873	997	967	994	952
Admin & Clerical	76	96	108	116	114	113	116
Healthcare Assistants	41	49	49	51	53	62	59
Medical & Dental	203	266	307	301	296	285	263
Nursing & Midwifery	272	354	409	529	504	534	514
Non-EU	1385	1758	1767	1938	1930	2114	2361
Admin & Clerical	162	194	207	217	217	216	200
Healthcare Assistants	191	228	273	277	299	312	309
Medical & Dental	239	357	332	331	338	389	406
Nursing & Midwifery	793	979	955	1113	1076	1197	1446
UK	3802	5692	6060	5920	5891	5856	5698
Admin & Clerical	1150	1713	1868	1893	1843	1841	1802
Healthcare Assistants	218	276	323	307	321	332	294
Medical & Dental	885	1317	1381	1364	1391	1322	1341
Nursing & Midwifery	1549	2386	2488	2356	2336	2361	2261
Not Stated	115	134	159	279	388	592	941
Admin & Clerical	28	34	44	77	161	149	220
Healthcare Assistants	15	17	17	33	55	82	112
Medical & Dental	19	31	42	81	61	154	191
Nursing & Midwifery	53	52	56	88	111	207	418

Report source: ESR

Report used: Staff in post list

Report effective date: 31st December 2012 to 2018

Switzerland is neither an EU nor EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals.

7. Nationality of EU nurses recruited and nationality of EU doctors recruited.

Source: ESR

Effective date: 01-JAN-2018 to 31-DEC-2018

Report run date: 05-Feb-19

Staff Group	Nationality	Headcount
EU Doctors	Belgian	1
	Dutch	3
	Greek	3
	Irish	1
	Italian	1
	Portuguese	1
	Not Known	1
EU Doctors Total		11
EU Nurses	Greek	2
	Irish	2
	Spanish	1
	Not Known	4
EU Nurses Total		9

- Total spend on the recruitment of permanent international doctors (who arrived from non-EU countries)?

- Total spend on the recruitment of permanent international nurses (who arrived from non-EU countries)?
- The total spend on the recruitment of permanent EU nurses (who arrived from EU countries
- The total spend on the recruitment of permanent EU doctors (who arrived from EU countries)?
- Please provide the total spend on the recruitment of UK based nurses?
- Please provide the total spend on the recruitment of UK based doctors?

Information not held. This budget is incorporated in to our HR model. We do have events we hold and attend but that is part of our overall budget.

The cost of recruiting a nurse or doctor from the EU (if they applied directly for a vacancy with the Trust advertised on the Trust website) would be the same as someone in the UK applying. The Trust does not record a cost per recruitment.

How much of the overall budget is dedicated to recruitment?

Approx. 0.4%. This covers all recruitment.

Please provide a breakdown of the nationality of the international nurses recruited.

Please provide a breakdown of the nationality of the international doctors recruited.

Source: ESR
Effective date: 01-JAN-2018 to 31-DEC-2018
Report run date: 05-Feb-19

Staff Group	Nationality	Headcount
International Doctors	Australian	2
	Bahraini	1
	Canadian	1
	Egyptian	6
	Indian	9
	Japanese	1
	Malaysian	2
	New Zealander	1
	Pakistani	6
	South African	1
	Sri Lankan	3
	Sudanese	4
	Trinidadian	1
Not Known	4	
International Doctors Total		42
International Nurses	American	1
	Australian	7
	Filipino	131
	Indian	80
	New Zealander	1
	Nigerian	1
	Not Known	116
International Nurses Total		337

Please provide the names of the agencies that you utilised to recruit permanent candidates sourced from overseas.

Medacs and King's Commercial Services"

General staffing questions

Staff numbers

The Trust has approximately 11,500 staff. Detailed information is publicly available at <https://digital.nhs.uk/data-and-information/publications/statistical/nhs-workforce-statistics>

Statistics are available specifically for King's for 2013-2019.

For Headcount by month/year for King's please click on the year(s) you are interested in and scroll down the page to 'RESOURCES'. Open the Excel workbook 'NHS Workforce Statistics [Date you want] Organisation' and go to worksheet 3 'All staff by HEE HC' and search for 'King's'

For FTE – as above but open worksheet 4 'All staff by HEE FTE' and search for 'King's'

Total Trust spend on staffing

See annual reports at <https://www.kch.nhs.uk/about/corporate/corporate-publications> (Employee benefits and staff numbers)

Paramedics

King's does not employ paramedics. This is London Ambulance Service

HR Policies

Please see Human Resources policies list at <https://www.kch.nhs.uk/about/corporate/policies-and-procedures>

To request a copy of one of the policies listed, please contact the **Freedom of Information office**.

Occupational Health & Wellbeing Department (OH)

The Occupational Health & Wellbeing Department (OH) is a specialist work related health advisory service which supports staff and managers in relation to workplace health matters. The activities we undertake in order to promote a healthy workplace include:

- Pre placement (formerly known as pre-employment) health screening
- Health surveillance – including lung function tests and skin surveillance for staff exposed to specific hazards identified in workplace risk assessments
- Immunisations and vaccinations and immunity screening – as required by Department of Health and Trust Guidelines
- Post exposure advice following bodily fluid exposures (sharps injuries, bites, scratches etc.).
- Contact tracing following exposure to infectious diseases.
- Support for employees and managers during the sickness absence management process.
- Advice and support for managers on supporting employees with long-term health conditions in the workplace.
- Return to work advice following sickness absence
- Health promotion and Health and Wellbeing activities
- Physiotherapy Services
- Occupational Therapy Services
- Liaison Psychiatry
- Direct Access Counselling Services via our Employee Assistance Programme (EAP) – provided by Workplace Options

Pay & Conditions - Salary Advances & Loans

Salary Loans

Does your organisation offer salary loans?

Yes. The Trust offers hardship loans which are an advance on the coming month's salary. We also provide loans to overseas nurses entering the UK paid back over 12 months and travel card loans paid back over 10 months. We do not offer loans outside of this.

If so, please state the name of your provider?

Trust provided

When did the trust go live with this service?

N/A – we do not have an outsourced loan scheme

Does your organisation offer faster salary payments? i.e. access to salary advances

Yes

If so, please state the name of your provider?

Internally via Trust Finance

What payment period is offered? i.e. daily advances, weekly advances?

Dependant on case – advances are only used for hardship or to pay earnings that will be due at next payroll that should have been processed previously (e.g. due to late change submissions from managers)

Which staffing groups access the salary advances?

All staff are eligible to be considered.

On average, how many workers access this facility per week and per month?

Information not held.

What is the cost to the workers to receive salary advancements?

Nothing.

Pay and Conditions – Medical staff (e.g. doctors, dentists)

For pay for hospital medical and dental staff, doctors and dentists in public health, the community health service and salaried primary dental care please see [Pay and Conditions 03-2018](#)

Pay and Conditions – Nursing staff

For substantive staff please see [NHS Terms and Conditions \(AfC\) pay scales 2019-20](#)

Qualified nurses are appointed to Band 5 grades and above. It should be noticed that other enhancements might be applied on top of the standard salary value (e.g. High Cost Area Supplement for inner or outer London.) Please refer to [NHS Terms and Conditions of Service Handbook](#) for more detail.

Agency staff hourly rates are based on the CPP framework pan-London rates.

Pay and Conditions – All other staff

Please see [NHS Terms and Conditions \(AfC\) pay scales 2019-20](#)

It should be noticed that other enhancements might be applied on top of the standard salary value (e.g. High Cost Area Supplement for inner or outer London.) Please refer to [NHS Terms and Conditions of Service Handbook](#) for more detail.

Salary Sacrifice

Does your organisation offer salary sacrifice schemes?

Yes

If so, please state the name of your provider? When did the trust go live with this service?

Scheme Provider	Scheme Type	Implementation Date
Cyclescheme	Push Bikes	2007
Tusker	Cars	2016
Fidelity	Childcare Vouchers	2011
Liaison Onecall	Home Technology	2013

Sickness

Sickness – statistics

Information is publically available at [NHS Digital - NHS workforce statistics](#)

Statistics are available specifically for King's as a percentage absence rate and published quarterly. Please see [NHS Digital - Sickness-absence-rates](#)

- open the excel and go to Table 4 or 5: Monthly Sickness Absence Rates by Organisation

Sickness – other areas

[NHS Digital - Supplementary information files - staff absence](#). If you are particularly interested in King's, then please look for 'by organisation' in the title

You may find other information you require here [NHS Digital - supplementary information files](#)

Staff names, job titles, contact info

The names of staff in senior or public facing roles only are publicly available on the Trust website at the following links:

<http://www.kch.nhs.uk/Doc/MI%20-%200002.12%20-%20Who's%20Who%20Chart.pdf>

<http://www.kch.nhs.uk/service/a-z>

It is Trust policy to not give out other staff names, personal email addresses and contact details. This policy helps protect Trust staff from unsolicited emails and correspondence not directly related to their role and the work they are doing. You can of course call the main Trust switchboard on 020 3299 9000.

Structure / organisation charts

Please see [Workforce Organisation Charts.pdf](#)