

## Freedom of Information Act

<p><b>Does your trust have a centralised temporary staff booking team? Yes or No?</b></p>	<p>YES</p>
<p><b>Does your trust have a centralised temporary staff booking team specifically for Non-Medical Non-Clinical Staffing? Yes or No?</b></p>	<p>YES</p>
<p><b>If Yes, which categories does it book for?</b></p> <ul style="list-style-type: none"> <li>• <b>Admin &amp; Clerical</b> <ul style="list-style-type: none"> <li>- Staff Lead Name &amp; Position</li> <li>- Contact telephone DD</li> <li>- Contact email</li> </ul> </li> <li>• <b>Corporate Functions</b> <ul style="list-style-type: none"> <li>- Staff Lead Name &amp; Position</li> <li>- Contact telephone DD</li> <li>- Contact email</li> </ul> </li> <li>• <b>Ancillary Functions</b> <ul style="list-style-type: none"> <li>- Staff Lead Name &amp; Position</li> <li>- Contact telephone DD</li> <li>- Contact email</li> </ul> </li> <li>• <b>IT Professionals</b> <ul style="list-style-type: none"> <li>- Staff Lead Name &amp; Position</li> <li>- Contact telephone DD</li> <li>- Contact email</li> </ul> </li> <li>• <b>Legal Supply</b> <ul style="list-style-type: none"> <li>- Staff Lead Name &amp; Position</li> <li>- Contact telephone DD</li> <li>- Contact email</li> </ul> </li> </ul> <p><b>Some (Please specify which)</b></p> <p><b>If No, please provide a list of all departmental heads responsible for booking temporary staff.</b></p>	<p>Temporary Staffing Non-Medical – Temporary Staffing Manager</p> <p><a href="mailto:Bankstaff@elht.nhs.uk">Bankstaff@elht.nhs.uk</a></p> <p><b>Staff Categories:</b>  Add Prof Scientific and Technic  Additional Clinical Services  Administrative and Clerical  Allied Health Professionals  Estates and Ancillary  Healthcare Scientists  Nursing and Midwifery Registered</p> <p>Temporary Staffing Medical – Medical Staffing Manager</p> <p><a href="mailto:Medical.Staffing@elht.nhs.uk">Medical.Staffing@elht.nhs.uk</a></p> <p><b>Staff Categories:</b>  Medical &amp; Dental staff group</p> <p>Should you wish to contact either of them please call the Trust switchboard on 01254 263555 and ask to be directed through to them</p>

<p><b>Who is your Head of Procurement and who is your Senior Buyer/Category Manager responsible for overseeing HR/Agency procurement in your trust?</b></p> <p><b>Please also provide their contact telephone DD and email addresses.</b></p>	<p>Director of Procurement  <a href="mailto:procurementhelpdesk@elht.nhs.uk">procurementhelpdesk@elht.nhs.uk</a></p> <p>Should you wish to contact them please call the Trust switchboard on 01254 263555 and ask to be directed through to them</p>
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<p><b>Please can you provide your annual agency spend for 2017/18 for Non-Medical Non-Clinical Staffing?:</b></p> <p><b>Please can you provide your annual agency spend for 2017/18 for each of the Non-Medical Non-Clinical staffing categories?:</b></p> <ul style="list-style-type: none"> <li>• Admin &amp; Clerical</li> <li>• Corporate Functions</li> <li>• Ancillary Functions</li> <li>• IT Professionals</li> <li>• Legal Supply</li> </ul>	<table> <tr> <td>Agency- Senior Manager</td> <td>£54214.63</td> </tr> <tr> <td>Agency - Admin &amp; Clerical</td> <td>£127666.71</td> </tr> <tr> <td>Agency - Ancillary</td> <td>£917.05</td> </tr> <tr> <td>Agency - Other Non Clinical</td> <td>£10052.79</td> </tr> <tr> <td>Agency - Psc Senior Manager</td> <td>£5202.96</td> </tr> </table>	Agency- Senior Manager	£54214.63	Agency - Admin & Clerical	£127666.71	Agency - Ancillary	£917.05	Agency - Other Non Clinical	£10052.79	Agency - Psc Senior Manager	£5202.96
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<p><b>Which procurement frameworks does the trust currently use for Non-Medical Non-Clinical Staffing?</b></p>	<p>HTE/CCS Framework</p>
<p><b>Do you use a Master Vendor model for your agency Non-Medical Non-Clinical staffing requirements?</b></p> <p><b>If Yes, can you confirm the following details:</b></p> <ul style="list-style-type: none"> <li>• <b>Name of Master Vendor</b></li> <li>• <b>Agency Contact Name</b></li> <li>• <b>Agency Contact Email</b></li> <li>• <b>Agency Contact Number</b></li> </ul>	<p>No</p>

