

3 July 2023

Supply of Non-Clinical Staff by Recruitment Agencies

Could I please request the below information under the Freedom of Information Act (FOIA):

- **Breakdown of which recruitment agencies have supplied temporary non-clinical staff from October 2022 – March 2023.**

Estates Service:

Apple Recruitment Services for provision of one temporary member of staff.

Staffline for provision of one temporary part-time and one temporary full-time member of staff.

Patient Client Support Services

The Recruitment Company and Staffline recruitment agencies have supplied temporary non-clinical staff in the period specified.

- **Amount of recruitment agency spend for temporary non-Clinical staff from October 2022 – March 2023.**

Estates Service:

Net amount is £34,109.07 + Vat £6,821.81 = Total of £40,930.88.

Patient Client Support Services

The total spend in the period is £2,028,346.06

- **Number of shifts filled by recruitment agencies for Estates, Facilities Management and Ancillary staff from October 2022-March 2023.**

Estates Service:

From October 22 to March 23 a total of 72 weeks.

Patient Client Support Services

The number of shifts filled by recruitment agencies is not available. A manual process would need to be undertaken to ascertain this number, which would exceed the cost limit associated with Freedom of Information requests.

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The Trust considers that the cost of retrieving the information would be above the 'Appropriate Limit', as defined by the Freedom of Information Act under Section 12. Section 12 of the Freedom of Information Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit. The limit has been specified as £450 for public authorities such as Belfast Trust. This represents the cost of one or more persons spending 18 hours in determining whether we hold the information, locating, retrieving and extracting this information.

- **Amount of recruitment agency spend for temporary staff for Estates, Facilities Management and Ancillary staff from October 2022 – March 2023.**

Estates Service:

As above

Patient Client Support Services

As above

- **Point of contact and contact details within your organisation who oversees temporary service provision and details of any Neutral or Master Vend contracts currently in place.**

We do not have one central point of contact for temporary staff in Belfast Trust. Staff managers across the Trust have responsibility to ensure they provide safe staffing levels and they are allocated a budget for agreed staffing levels - this can cover a small team or a number of teams.

The managers are also responsible for recruiting staff to fill vacancies (subject to agreed delegated approval mechanisms), to commission temporary staff cover pending recruitment or to cover unexpected short-term absences or maternity leave for example. Staff are required to follow Trust policies and procedures in relation to backfill management and agreed approvals within the Trust's Scheme of Delegation apply.

There is a regional recruitment agency framework in place and this is managed by Business Services Organisation (BSO), Procurement and Logistic Services (PaLs). Details regarding the current regional framework can be obtained from the BSO website: [Regional Recruitment & Selection Framework 2018 \(hscni.net\)](https://www.hscni.net/Regional-Recruitment-&-Selection-Framework-2018). Contact details for BSO are listed below:

Business Services Organisation (BSO) Headquarters
2 Franklin Street
Belfast
BT2 8DQ
Tel: 0300 555 0113