Belfast Health and Social Care Trust
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FOI/38204

05 October 2026

Agenda for Change Banding and HealthRoster

I am seeking anonymised/statistical information regarding Belfast Health and Social Care Trust's use of HealthRoster/e-rostering where the Agenda for Change band/grade of a member of staff differed from the band/grade attached to the rostered shift/slot and/or the band at which payment was processed.

I am not requesting the names, identities or personal information of individual members of staff.

For the period 1 March 2025 to 31 August 2025 inclusive, please provide the following information insofar as it is held by the Trust:

1. Where held in an electronically reportable or readily retrievable format, the number of occasions on which the Agenda for Change band/grade associated with the member of staff differed from the band/grade attached to the HealthRoster/e-rostering shift or slot.

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust does not hold information in an electronically reportable or readily retrievable format which identifies occasions where the Agenda for Change band of an individual member of staff differed from the band attached to a rostered shift or slot.

HealthRoster does not record or report shifts in the manner described within the request. For substantive Nursing and Midwifery staff, shifts are rostered based on the individual's contracted role, Agenda for Change band, scope of practice and the agreed skill mix for the ward or department. These establishments are aligned to funded staffing levels and are generally configured in accordance with Delivering Care workforce planning principles.

The Trust does not hold an existing report capable of identifying the information requested and to determine this information would require interpretation and manual review of individual roster records for every ward, department and staff member within the organisation.

2. Where readily available, please provide a breakdown showing:

• The band/grade of the rostered shift/slot.

• The band/grade associated with the member of staff.

• The band/grade at which payment was processed, where this information is held in the same or an existing reportable dataset.

• Month, or financial year if that is the format in which the information is held.

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust is unable to provide the requested breakdown as it does not hold the information in an electronically reportable or readily retrievable format.

Nursing and Midwifery shifts are assigned based on the employee's role, Agenda for Change band, scope of practice and the agreed ward or departmental skill mix. Accordingly, the Trust does not maintain a dataset which compares:

- the band attached to a rostered shift,
- the band associated with the member of staff, and
- the band at which payment was processed.

3. Where held in an electronically reportable or readily retrievable format, the number of occasions on which the band/grade at which payment was processed differed from the band/grade originally attached to the rostered shift/slot.

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust does not hold information in an electronically reportable or readily retrievable format which identifies occasions where the band at which payment was processed differed from the band originally attached to a rostered shift or slot.

The Trust is not aware of any standard HealthRoster report which captures and reports this information in the format requested. Determining such information would require the correlation of roster and payroll data and potentially a manual review of individual records.

4. Where held in an electronically reportable or readily retrievable format, the number of occasions on which the band/grade attached to a rostered shift/slot was subsequently changed or amended after the shift had initially been entered onto HealthRoster/e-rostering.

Where readily available, please provide the original and amended bands in anonymised form.

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust does not hold information in an electronically reportable or readily retrievable format identifying occasions where the band attached to a rostered shift or slot was subsequently amended following its initial creation.

HealthRoster does not provide a standard report that identifies and counts such amendments in the format requested.

The Trust notes that within temporary staffing arrangements there may be occasions where, for example, a Bank shift is requested for a Band 5 Registered Nurse but is subsequently filled by a Band 3 Senior Nursing Assistant where no suitable Band 5 registrant is available. In these circumstances the worker undertakes duties appropriate to their role and is paid correctly for the Band 3 shift undertaken. Such situations are managed operationally at ward or departmental level.

5. Please provide copies of any Trust-wide policies, procedures, guidance, standard operating procedures or written instructions in force during this period concerning:

• Staff being allocated to or working a shift/slot carrying a different band/grade from their own.

• Alteration or amendment of the band/grade attached to a rostered shift/slot.

• Authorisation or approval of such changes.

• Payment where the band/grade associated with a member of staff differed from the band attached to the original rostered shift/slot.

• Responsibility for entering, amending, approving, confirming or finalising such shifts within HealthRoster/e-rostering.

Please see attached 38204 The Trust Roster Management Policy Attachment 1.

Please note that where redactions have been made, this information is exempt from release under S40(2) Personal Information relating to a third party.

With regards to Individuals signatures, this information is exempt under Section 40(2) of the Freedom of Information Act 2000 which relates to personal information relating to a third party. Information of a personal nature is exempt from release where its disclosure would leave individuals open to identity theft and where its disclosure would constitute a breach of the principles of the GDPR 2018.

6. Please provide copies of any Trust-wide written guidance in force during this period concerning managers' responsibilities for checking, approving, finalising or locking down HealthRoster/e-rostering shifts prior to payroll/payment processing.

Please see attached 38204 The Trust Roster Management Policy Attachment 1.

7. Please provide copies of any Trust-wide written guidance in force during this period concerning responsibility for checking the band/grade associated with a rostered shift/slot prior to payment.

Please see attached 38204 The Trust Roster Management Policy Attachment 1.

8. Please confirm whether, during the requested period, the Trust held or used an existing HealthRoster/e-rostering report, audit function or other electronic reporting facility capable of identifying occasions where:

• The band/grade associated with the member of staff differed from the band/grade attached to the rostered shift/slot; and/or

• The band/grade associated with a shift was subsequently amended.

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust can confirm that it is not aware of an existing HealthRoster report, audit report or electronic reporting facility which routinely identifies:

- occasions where the band associated with a member of staff differed from the band attached to a rostered shift or slot; or
- occasions where the band associated with a shift was subsequently amended.

HealthRoster is not configured to routinely produce management information in the format described within the request.