

Freedom of Information Request**Ref: UHB 17-150**

Date 13 April 2017



Thank you for your request for information under the Freedom of Information Act 2000. The Trusts response is as follows:

1. Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?

Under Section 40(2) of the Freedom of Information Act, relating to a breach of Principle 1 of the Data Protection Act we are required to judge as to whether the disclosure of the information would be fair and reasonable to our employees. Guidance issued by the Information Commissioner states that this exemption will commonly apply to "lists and directories of staff" and we do not believe that disclosing names and contact details to a third party would be fair or reasonable; therefore we are withholding this information at this time.

2. What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)

£8.61 per hour.

3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)

The Trust has an automated electronic chasing functionality within our online recruitment system (Trac).

4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)?

This depends on how each reference is received.

5. How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates?

Around 50 hours.

6. How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates?

Around 30 hours.

7. How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees?

Around 10 hours.

8. How many leavers (on average) does your company have per month?

139

9. How many new starters (on average) does your company have per month?

150

10. How many staff does your organisation employ at the moment?

9246

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely,

A large black rectangular redaction box covering the signature area.