

Date: Monday, 01st February 2021  
Our Ref: MB/SH FOI 4589

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**Re: Freedom of Information Request FOI 4589**

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 20th January 2021.

Your request was as follows:

1. Does your organisation use any third-party software to support the creation of staff rotas? If yes, please state the name of the supplier. (a rota is a pattern of shift work with no individuals attached to it. A rota is used to form a blueprint of compliance or rules based on working patterns for a department, team or unit e.g. to create junior doctor rotas compliant to the 2016 Junior Doctor contract. Rotas are not to be confused with rosters (when shifts are allocated to workers))

Yes this is supplied by Skills for Health.

2. Out of the following options, which staffing groups are rotas utilised for via your Rota system?

a. Medical- Consultants

b. Medical- Junior Doctors

c. Nursing and Healthcare Assistants (HCAs)

d. Admin and Estates

e. Scientific, Therapeutic & Technical (STT) Staff and Allied Health Professionals (AHPs)

a. No, although one specialty are added to the notes section

b. Yes

c. Some

d. No

e. No

3. What is the contract start date for your rota supplier? (dd/mm/yy)

01/04/20.

4. What is the contract end date for your rota supplier? (dd/mm/yy)

End date for Skills for Health is 31/03/23 but the other aspect was a pilot (that we are moving to new system) and the end date of that will be 28/02/24.

5. What was the annual cost of your rota supplier for the financial year 19/20 (April 2019 - March 2020)?

£10,900 (exc. VAT)

6. Are there any exit costs incurred for changing rota supplier? If yes, please state the exit cost

Remainder of contract - £30k (exc. VAT)

7. What framework was used to procure the rota supplier? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc

Framework was not used due to low value and pilot but new system will be via HTE.

8. Is your Rota supplier the same as your rostering supplier?

Yes.

9. Does your rota system integrate with your rostering system?

Yes.

10a. Does your rota system integrate with your organisation's Payroll system?

10b. If so, is the integration with payroll through an open API?

10.a. Yes.

10.b. Yes.

11. What other third-party systems does your rota system integrate with?

None for medical staff.

12. Is your rota system used for the creation of rotas?

Yes.

13. Is your rota system used for the validation of rotas after they have been created?

Yes.

14. Does your rota system provide exception reporting? (Exception reporting is the formal mechanism that workers can use to register variations from their agreed work schedule, in terms of their working hours and training.)

Yes.

15. Does your rota system automatically send completed rota patterns to the associated worker?

Yes with log in details to view the rota on line.

16. Does your rota system provide online rota approval that can be accessed by multiple teams?

Yes.

17. Are there two separate teams in place at the organisation for supporting your rota system and your rostering system?

No.

Please see our response above in [blue](#).

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If 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 the Freedom of Information Office at the address above.

**Please remember to quote the reference number, FOI 4589 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 Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

*Mike Burns*

**Mr. Mike Burns, Executive Lead for Freedom of Information**