

South Wing
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22/06/2020

Dear Requester,

Thank you for your Freedom of Information request which was received within the Trust.

In accordance with S.1 (1) (a) of the Freedom of Information Act 2000 (FOIA), I can confirm that we do hold the information relevant to your request.

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))

Allocate

2. Out of the following options, which staffing groups are rotas utilised for via your Rota system?
 - a. Medical- Consultants **No**
 - b. Medical- Junior Doctors **Yes**
 - c. Nursing and Healthcare Assistants (HCAs) **Yes**
 - d. Admin and Estates **Yes**
 - e. Scientific, Therapeutic & Technical (STT) Staff and Allied Health Professionals (AHPs) **Yes**
3. What is the contract start date for your rota supplier? (dd/mm/yy)
1/4/2020
4. What is the contract end date for your rota supplier? (dd/mm/yy)
31/3/2021

5. What was the annual cost of your rota supplier for the financial year 19/20 (April 2019 - March 2020)?
34992.99 + VAT
6. Are there any exit costs incurred for changing rota supplier? If yes, please state the exit cost
no
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
Crown Commercial Services
8. Is your Rota supplier the same as your rostering supplier? Yes
9. Does your rota system integrate with your rostering system? Yes
10. Does your rota system integrate with your organisation's Payroll system? Yes
If so, is the integration with payroll through an open API? NA
11. What other third-party systems does your rota system integrate with? None
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 (doctors exception reporting is on another software system that runs with the roster system)
15. Does your rota system automatically send completed rota patterns to the associated worker?
Yes
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

E-Rostering Team (Non-Medics) Medical Rostering (Medics)

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Please note that the Trust has a formal internal review and complaints process which is managed by the Information Governance Manager/Data Protection Officer. Should you have any concerns with our response, you can make a formal request for an internal review. Requests *for internal review* should be submitted within three months of the date of receipt of the response to your original letter, and should be addressed to:

Information Governance Manager/Data Protection Officer
Bedford Hospital NHS Trust,
Kempston Road
Bedford
MK42 9DJ

or by emailing foi@bedfordhospital.nhs.uk. This option is available to you for up to three calendar months from the date your response was issued.

If you are not satisfied with the Trust review under the Freedom of Information Act 2000 you may apply directly to the Information Commissioners Officer (ICO) for a review of your appeal decision. The ICO can be contacted at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
www.ico.org.uk

Yours sincerely,

IG/FOI Coordinator

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