

Access to Public Information Response

April 24th 2017

REQUEST UNDER THE CODE OF PRACTICE FOR ACCESS TO PUBLIC INFORMATION

Request sent on April 24th 2017:

I am hoping that you are able to assist with an information request under the Code of Practice for Access to Public Information. Please provide me with the following information relating to staffing within the pharmacy department (all areas including: dispensary, clinical, aseptic, clinical trials, MI).

1. How many permanent staff are employed by the pharmacy department?
2. How many permanent vacancies are currently open/unfilled within the pharmacy department?
3. How many agency staff/locums are currently being used across the pharmacy department?
4. How many bank temps are being used across the pharmacy department?
5. During the 2015-2016 financial year, how much did the pharmacy department spend on temporary agency staff
6. During the 2015-2016 financial year, how much did the pharmacy department spend on temporary bank staff
7. During the 2015-2016 financial year, how much did the pharmacy department spend on permanent finders/introduction fees through recruitment agencies
8. Does the pharmacy department utilise frameworks for temporary staffing? If so, which framework is of choice?
9. Does the pharmacy department book agency staff direct with agencies or do all bookings run through a centralised temporary staffing team?
10. Does the pharmacy department work within a master vendor agreement or managed service agreement?
11. Which agencies does the pharmacy department use for temporary/locum staff?
12. Please provide me with the following contact names within the authority:
 - a) The name of the senior manager (Chief Pharmacist/Director of Pharmacy) with overall responsibility for the pharmacy department.
 - b) The name of the head of temporary staffing.

States of Guernsey response May 24th 2017:

Thank you for your request under the Code of Practice for Access to Public Information.

1. How many permanent staff are employed by the pharmacy department? **23.70 FTE**
2. How many permanent vacancies are currently open/unfilled within the pharmacy department? **5.49 FTE**
3. How many agency staff/locums are currently being used across the pharmacy department? **1**

4. How many bank temps are being used across the pharmacy department? **3 bank temps covering 2 FTE**
5. During the 2015-2016 financial year, how much did the pharmacy department spend on temporary agency staff? **£6,241.75**
6. During the 2015-2016 financial year, how much did the pharmacy department spend on temporary bank staff? **£84,928.03**
7. During the 2015-2016 financial year, how much did the pharmacy department spend on permanent finders/introduction fees through recruitment agencies? **Zero**
8. Does the pharmacy department utilise frameworks for temporary staffing? If so, which framework is of choice? **The framework used is a central procurement framework handled by the States of Guernsey HR Team.**
9. Does the pharmacy department book agency staff direct with agencies or do all bookings run through a centralised temporary staffing team? **As above**
10. Does the pharmacy department work within a master vendor agreement or managed service agreement? **HSC only works with agreed vendors with agreed terms and conditions**
11. Which agencies does the pharmacy department use for temporary/locum staff? **Anyone who is on Tier 1 of the procurement framework in line with States of Guernsey processes.**
12. Please provide me with the following contact names within the authority:
 - a) The name of the senior manager (Chief Pharmacist/Director of Pharmacy) with overall responsibility for the pharmacy department. **Pharmacy Manager, Health & Social Care**
 - b) The name of the head of temporary staffing. **HR Business Partner, Health & Social Care**