

## Freedom of Information Request Reference

- I am writing to make a request under the Freedom of Information Act in relation to job Planning at your organisation, including information relating to your use of job planning and third party suppliers.

Please complete the questions below.

### Organisation use of Job Planning

1. Please fill in the below table to report which staffing groups have job plans assigned across the organisation and the % of organisation that has it rolled out (in this instance, please include all methods of job planning, whether that be e-forms, third party solutions, or paper based/excel)

Staffing Group	Job plans assigned? (Yes/No)	% rolled out across the organisation
Medical and Dental		
AHPs (Allied Health Professionals)		
Other (please specify)		

### Third Party Contract Information

2. Does the organisation use an external supplier to manage job planning?
3. If so, which supplier does the organisation use?
4. What was your reason for selecting the job planning supplier? (for example, was it associated to price, functionality/quality or other NHS users)
5. What was the annual cost to the third party in 18/19?
6. Please can you provide the contract start and end date?
7. Did the organisation procure the supplier via a framework? If so, which framework?
8. What % of the third-party job planning system has been rolled out across the trust?

**9. Does the job planning system integrate with other third-party systems? (such as revalidation/appraisal, rostering, training solutions or temporary staff management systems) If so, please list all systems**

**10. Has the organisation realised any quantifiable benefits from utilising the job planning system? For example, monetary savings, staff survey results etc**

**\*Job planning refers to creating job plans that are an annual agreement between the employer and the doctor setting out:**

- **What work you do for the trust**
- **When that work is done**
- **Where it is done**
- **How much time you are expected to be available for work**
- **What this work will deliver for the employer, employee and patients**
- **What resources are necessary for the work to be achieved**
- **What flexibility there is around the above**

**Job planning is not just about agreeing a weekly timetable it is a contractual obligation between doctors and employers to drive improvements in patient care**

Medical Staffing:

- Completion of job plans = 239 equates to 75%.
- Job Plan process - paper exercise
- Remaining questions 2-10 are N/A as job planning is in-house.

Allied Health Professionals:

Allied Health Professionals do not have job plans.