



**Staffordshire and
Stoke-on-Trent**
Integrated Care Board

Our Ref: PW/AKB/FOI-08-500

14th August 2023

Stafford Education & Enterprise Park
Weston Road
Stafford
ST18 0BF

Sent by email

Telephone: 0300 123 1461

Dear

FOI-08-500

Your request for information under the Freedom of Information Act 2000

Thank you for your request for information received on the 11th August 2023. We can confirm that the Staffordshire and Stoke-on-Trent Integrated Care Board can provide the following information.

An anonymised copy of this response will be made publicly available on the ICB website.

Please see our responses in blue below:

I am writing as I have an interest and conducting some FOI research into the types of DBS and employment vetting checks that organisations are currently carrying out as part of their safeguarding processes.

**My Freedom of Information Request
DBS and employment vetting FOI questions**

For your information the types of checks we are interested in understanding more about are:

DBS (Basic, Standard, Enhanced), Social Media Checks, Rights to work, Digital ID Check, Employment referencing, Driving license checks etc.

1. What background checks do you currently conduct?

NHS Safer Standards: <https://www.nhsemployers.org/recruitment/employment-standards-and-regulation>

- ID and Rights to Work
- Qualifications and professional registration
- Occupational Health
- References
- DBS
- (FFPT) Fit and Proper Persons Test (where applicable) – social media, credit check.

Chair: David Pearson MBE

Interim Chief Executive Officer: Peter Axon

2. Which background checks do you carry out through a third party (if applicable)?

- Social media and credit check
- DBS
- Occupational Health

3. If you do use a third party, which third party do you use?

- TrustID
- Reed screening
- Civica eDBS
- Optima Health

4. Do you use multiple systems for different checks?

Sometimes

5. If so, which systems do you use for each check?

- TrustID – ID and Return to Work
- Reed screening – FPPT, social media and County Court Judgement (CCJ)
- Civica – DBS check
- Optima Health – Occupational Health

6. Are you planning on introducing any new checks, if so which checks?

No, unless any national changes are advised.

7. What volume of checks were submitted for the calendar year 2022? (broken down by specific check type i.e. DBS, Right To Work etc..)

- 19 – Standard NHS checks
- 0 – Reed screening
- 8 – DBS

8. What is the cost of the administration fee for each check type? (Excluding any standard fees i.e. DBS fees)

- TrustID - £2.45 per document checked.
- Reed screening – FPPT, social media and CCJ check - £56 per check.
- Civica – DBS check - £4.90 per check plus DBS feed (current DBS costs available on the disclosure website as per question one).
- Optima Health – Occupational Health – not known.

9. Do you recharge any costs to a third party? (e.g. employees, students etc...)

No

10. Are you currently under contract with your current provider?

Yes

11. If you are under contract, when does it end?

- TrustID – pay as you go credits.
- Reed Screening – Pay as you go credits.
- Civica – DBS check – January 2024.
- Optmia Health – Occupational Health – four year contract.

12. What platform do you use to procure system providers to conduct these checks?

Please see enclosed document detailing information requested.

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

To request an internal review

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at StaffsStokeFOI@staffsstoke.icb.nhs.uk or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board's FOI complaints procedure.

The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk



**Staffordshire and
Stoke-on-Trent**
Integrated Care Board

Yours sincerely

Paul Winter
Associate Director of Corporate Governance