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Date: 05/11/2021

Ref: 21-22 364

### **Freedom of Information request**

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 18/10/2021. Please see responses to your requests below.

- 1. What rota software(s) and provider(s) does the trust use for medical staff (junior doctors and consultants)? (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))**

The Trust uses an electronic rostering system which is Allocate Software PLC.

- 2. What is the contract start and end date for the software(s) in Question 1?**

The contact start date is 30/11/2018 until 29/11/2021 with an option to extend until 29/11/2023.

- 3. What percentage of medical doctors are using the software(s) in Question 1?**

62.66%. This software is only used by junior doctors.

- 4. What framework was used to procure the supplier(s) in Question 1? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc.**

None, this was an Official Journal of the European Union (OJEU) procurement process.

- 5. What rota software(s) and provider(s) does the trust use for surgical staff?**

Please see answer in question 1.

- 6. What is the contract start and end date for the software(s) in Question 5?**

Please see answer in question 2.

- 7. What percentage of surgical doctors are using the software(s) in Question 5?**

75.41%. This software is only used by junior doctors

- 8. What framework was used to procure the supplier(s) in Question 5? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc.**

Please see answer in question 4.

- 9. What rota software(s) and provider(s) does the trust use for anaesthetics?**

Please see answer in question 1.

**10. What is the contract start and end date for the software(s) in Question 9?**

Please see answer in question 2.

**11. What percentage of anaesthetists are using the software(s) in Question 9?**

46.15%. This software is only used by junior doctors

**12. What framework was used to procure the supplier(s) in Question 9? Please state the specific name of the framework e.g. G-Cloud, HealthTrust Europe, etc.**

Please see answer in question 4.

**13. Does the trust have any projects or procurements for a rota or rostering software on-going or scheduled in the next 12 months?**

The Trust has the Allocate HealthRoster Optima package. All medical staff are currently rostering absence, we are awaiting Trust approval to proceed to recording attendance.

**14. If yes, list the upcoming projects or procurements and their planned start dates?**

Medical Rostering Attendance is in the planning stages and is expected to start in 2022.

**15. In order to participate in a rota or rostering tender, what is the process?**

This would depend on the route to market the Trust decides to take and therefore unable to answer at this time.

**16. Is your rota supplier the same as your rostering supplier?**

Yes

**17. If no, please state the name of the rostering software(s) and provider(s) for the above staff groups (medical, surgical and anaesthetics.)**

Not applicable.

**18. Please state the contract start and end dates for the rostering software(s) in Question 17.**

Not applicable.

**19. What is the job title(s) and department(s) of the decision maker(s) on the above software(s)?**

The decisions are made by the Evaluation Panel who score the bids in line with the evaluation criteria which determines the successful supplier.

**20. What is the annual cost of the above rota and rostering software(s)?**

The annual cost of the rostering software is £185k.

**21. Are there any exit costs incurred for changing the above rota and rostering software(s)? If yes, please state the exit costs.**

There are no exit costs.

**22. What is the notice period for the above software(s)?**

There is a three-month notice period.

**23. What other rota and rostering systems are used by the Trust? Please state the names of any providers used and what they are used for?**

CLWRota is used by Anaesthetics Dept for rostering absence and attendance.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on [Information.Governance@porthosp.nhs.uk](mailto:Information.Governance@porthosp.nhs.uk) or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team