

Reference Number: FOI/LHCH/2017074
From: Private Individual
Date: 10 March 2017
Subject: Employment references

Q1 Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?

A1 [The Resourcing Department. Head of Resourcing is Leanne Williams](#)

Q2 What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)

A2 [£9 per hour](#)

Q3 How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)

A3 [Electronic System in place to request, receive and chase.](#)

Q4 How are Employment References completed for ex-employees (email/telephone/postal service/fax)?

A4 [Various methods, electronically via systems or email or paper/post.](#)

Q5 How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates? (for the past 12 months)

A5 [Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data; however the electronic system has streamlined this process to a couple of minutes per candidate.](#)

Q6 How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates? (for the past 12 months)

A6 [Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data; however the majority are chased automatically via electronic system.](#)

Q7 How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees? (for the past 12 months)

A7 [Information not held – the Trust does not routinely collate or hold this information centrally as part of its management or performance data; individual references are completed by managers](#)

- Q8 How many leavers (on average or exact) does your company have per month? (for the past 12 months)
- A8 22 per month
- Q9 How many new starters (on average or exact) does your company have per month? (for the past 12 months)
- A9 29 per month
- Q10 How many staff does your organisation employ at the moment?
- A10 1580