

February 13th 2018

BY EMAIL

Tel: 028 9536 3863
Email: FOI.BSO@hscni.net

Our Ref: FOI 839

Dear 

Your request for information was received on February 1st 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to recruitment requirements for nurses, care assistants and AHPs for Trusts and Agencies.

I should explain that the BSO Recruitment Shared Services Centre (RSSC) has responsibility for managing its own agency requirements. Other HSC Organisations manage their own requirements directly.

I can further advise that the documentation to be held on file is a decision for each HSC Organisation; however, RSSC may supply these organisations (where applicable for the post) with the completed reference reports, Occupational Health outcome, work history on application forms and any further updated information on the personal declaration form indicating other work history, qualifications and registration status. RSSC also provides eligibility to work in the UK documentation; however work permits are obtained directly through the employing organisation.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to

Providing Support to Health and Social Care



the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Liam McIvor', written in a cursive style.

Liam McIvor
Chief Executive