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King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

15th July 2024

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference: Job Planning and Appraisals

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

Home, Community, Hospital.

Patient Experience Team
01623 672222
sfh-tr.pet@nhs.net



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Chair Claire Ward
Chief Executive Paul Robinson

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
Job Planning	For each of the following staff groups consultant AHPs and Advanced Nurse Practitioners			
1. Does your organisation use job planning software to job plan this staff group? Yes/No	No we do not use this and therefore cannot answer any of the questions			
2. If Yes what is the name of your job planning software?	N/A			
3. What is the contract start date for the planning software?	N/A			
4. What is the contract expiry date for the job planning software?	N/A			
5. How many licences is your contract for?	N/A			
Appraisals	For each of the following staff group categories Medic, AHP's and Nurses			
1. Does your organisation use software to manage appraisals for this staff group? (YES/NO)	Appraisals are completed by Line Managers with their staff and recorded within ESR (Electronic Staff Record)			
2. If yes what is the name of the appraisal software?	ESR			
3. What is the contract start date for the appraisal software?	ESR software was implemented in 2007 but there is no contract as it is an NHS system.			
4. What is the contract expiry date for the appraisal software?	N/A no plans to change the system.			

5. How many licences is your contract for	All colleagues are set up with an ESR log-on and we have over 6,000 full-time colleagues currently at Sherwood.			
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I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.