



**Kent and Medway**  
NHS and Social Care Partnership Trust

**Information Governance & Records Management Department**

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Sent via email

Dear [REDACTED]

**Request for Information**

I write further to your request FOI ID 46242 under the Freedom of Information Act 2000 regarding: -

Band 2 & Band 3 Job Descriptions, In post, Resignations, Vacancies and Job Evaluations

Your request is set out below:

Question 1: How many Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Trust?

**247 FTE**

Question 2: How many Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Trust?

**246 FTE**

Question 3: Please list the total number of Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?

<b>Health Care Support Worker</b>	<b>9.83</b>
380 1652 The Brookfield Centre	9.23
380 4916 Walmer Ward	0.6
<b>Healthcare Assistant</b>	<b>237.25</b>
380 1201 PICU Willow Suite	13.72
380 1204 Cherrywood Ward	10
380 1205 Pinewood Ward	10.45
380 1206 Amberwood Ward	9.2
380 1222 Boughton Ward	5.15
380 1244 Chartwell Ward	6.2
380 1323 WK Place of Safety	7

**We are proud to be smoke free**

Trust Chair – Dr Jackie Craissati  
Chief Executive – Sheila Stenson

<b>380 1402 Jasmine Ward</b>	<b>13</b>
<b>380 1421 Orchards Ward</b>	<b>8.51</b>
<b>380 1652 The Brookfield Centre</b>	<b>1</b>
<b>380 1801 Bridge Detox at Fant Oast</b>	<b>0.6</b>
<b>380 2206 Foxglove Ward</b>	<b>8.8</b>
<b>380 2223 EK Place of Safety</b>	<b>8</b>
<b>380 2250 Fern Ward</b>	<b>5.2</b>
<b>380 2254 Bluebell Ward</b>	<b>8.6</b>
<b>380 2410 Heather Ward</b>	<b>8</b>
<b>380 2430 Woodchurch Ward</b>	<b>13.61</b>
<b>380 2432 Sevenscore Ward</b>	<b>12.6</b>
<b>380 3303 NK Place of Safety</b>	<b>3.8</b>
<b>380 3825 MBU</b>	<b>4</b>
<b>380 3991 Ruby Ward</b>	<b>9.6</b>
<b>380 3992 Upnor Ward</b>	<b>8.13</b>
<b>380 4913 Emmetts Ward</b>	<b>11.2</b>
<b>380 4914 Groombridge Ward</b>	<b>7</b>
<b>380 4915 Penshurst Ward</b>	<b>10.72</b>
<b>380 4916 Walmer Ward</b>	<b>9.52</b>
<b>380 4925 The Allington Centre</b>	<b>10.21</b>
<b>380 4985 Tarentfort Ward</b>	<b>13.42</b>

Question 4: Please list the total number of Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?

<b>Health Care Support Worker</b>	<b>91.08</b>
<b>380 0111 Open Dialogue</b>	<b>1.8</b>
<b>380 1101 Dartford CRHT</b>	<b>5.8</b>
<b>380 1108 DGS CMHT</b>	<b>0.8</b>
<b>380 1122 West Kent CMHT</b>	<b>4</b>
<b>380 1124 West Kent CRHT</b>	<b>1.8</b>
<b>380 1300 Dartford CMHTOP</b>	<b>1</b>
<b>380 1550 Rehab - Rosebud Centre</b>	<b>6</b>
<b>380 1551 Rehab - 111 Tonbridge Rd</b>	<b>0.8</b>
<b>380 2116 Canterbury Community Rehab</b>	<b>1</b>
<b>380 2146 Thanet Community Rehab</b>	<b>2</b>
<b>380 2162 Ashford and Canterbury CMHT</b>	<b>1</b>
<b>380 2164 Urgent Access MH Helpline</b>	<b>15.12</b>
<b>380 2193 North East Kent CRHT</b>	<b>7</b>
<b>380 2315 Rapid Response Dementia Service</b>	<b>1</b>
<b>380 2353 Ashford CMHTOP</b>	<b>2.8</b>
<b>380 2410 Heather Ward</b>	<b>2</b>
<b>380 2537 EIP Canterbury</b>	<b>3</b>
<b>380 2574 Rehab - Rivendell</b>	<b>3</b>
<b>380 2577 Rehab - 11 Ethelbert Road</b>	<b>3</b>

380 3100 Medway CMHT	6.8
380 3191 Medway CRHT	10.76
380 3320 Medway CMHTOP	1
380 3815 EIP West Kent	1.8
380 3820 Perinatal MH Community Service	3.2
380 4923 Dartford Low Secure Therapeutic Staffing	0.6
380 4931 Criminal Justice Liaison And Courts	4
Healthcare Assistant	155.24
380 0352 Patient Flow Team	1
380 1108 DGS CMHT	2.4
380 1124 West Kent CRHT	3.64
380 1145 SWK CMHT	0.8
380 1201 PICU Willow Suite	1.92
380 1204 Cherrywood Ward	1
380 1205 Pinewood Ward	2
380 1206 Amberwood Ward	3.92
380 1222 Boughton Ward	2
380 1244 Chartwell Ward	3
380 1300 Dartford CMHTOP	2
380 1322 Maidstone CMHTOP	0.6
380 1342 SWK CMHTOP	2.6
380 1402 Jasmine Ward	1
380 1421 Orchards Ward	2
380 1541 West Kent Rehab Services	2
380 1551 Rehab - 111 Tonbridge Rd	7.2
380 1652 The Brookfield Centre	5.4
380 1801 Bridge Detox at Fant Oast	4.4
380 2112 Swale CMHT	2
380 2116 Canterbury Community Rehab	1
380 2125 EIP North Kent	1
380 2132 Thanet CMHT	1.87
380 2166 EIP Shepway	1
380 2176 South East Kent CRHT	2.8
380 2193 North East Kent CRHT	4.8
380 2206 Foxglove Ward	1
380 2250 Fern Ward	2.6
380 2254 Bluebell Ward	3.6
380 2312 Canterbury And Coastal CMHTOP	5.8
380 2333 Dover And Deal CMHTOP	0.8
380 2342 Thanet CMHTOP	3
380 2363 Shepway CMHTOP	2.4
380 2373 Swale CMHTOP	0.8
380 2410 Heather Ward	1
380 2430 Woodchurch Ward	3.8
380 2432 Sevenscore Ward	2

<b>380 2574 Rehab - Rivendell</b>	<b>2.43</b>
<b>380 2575 Rehab - The Grove</b>	<b>3.4</b>
<b>380 2577 Rehab - 11 Ethelbert Road</b>	<b>4.4</b>
<b>380 3320 Medway CMHTOP</b>	<b>3</b>
<b>380 3550 Rehab - Newhaven Lodge</b>	<b>5.6</b>
<b>380 3815 EIP West Kent</b>	<b>0.6</b>
<b>380 3825 MBU</b>	<b>2.6</b>
<b>380 3992 Upnor Ward</b>	<b>2</b>
<b>380 4913 Emmetts Ward</b>	<b>4.93</b>
<b>380 4914 Groombridge Ward</b>	<b>3.8</b>
<b>380 4915 Penshurst Ward</b>	<b>8</b>
<b>380 4916 Walmer Ward</b>	<b>4</b>
<b>380 4925 The Allington Centre</b>	<b>8.52</b>
<b>380 4939 Recovery College</b>	<b>2.21</b>
<b>380 4985 Tarentfort Ward</b>	<b>9.61</b>

Question 5: What is the voluntary resignation rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

**14%**

Question 6: What is the voluntary resignation rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

**8%**

Question 7: What is the total labour turnover rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

**21%**

Question 8: What is the total labour turnover rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?

**10%**

Question 9: What is the current vacancy rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represents.

**29 FTE**

Question 10: What is the current vacancy rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represents.

**11.6 FTE**

Question 11: When were the Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?

**November 2018**

Question 12: When were the Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?

**November 2018**

Question 13: Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker).

**Please find a copy of the job description attached.**

Question 14: Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 3 staff with the following job titles: Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

**Please find a copy of the job description attached.**

Question 15: When was the last time that the roles of Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

**November 2018**

Question 16: When was the last time that the roles of Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

**November 2019**

Question 17: Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

**Please find a copy of the job matching report attached.**

Question 18: Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

**Please find a copy of the job matching report attached.**

Question 19: Please provide a copy of the Trust's local Job Evaluation Policy.

**Please find a copy of the Job Evaluation Policy attached.**

Question 20: Please provide copies of the training and competency frameworks used locally for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) and Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker).

**Please see attached spreadsheet named Q20 which displays the competency frameworks used locally. We have also attached some further documents including –**

**KMPT Local Induction Booklet**

**Therapeutic Observation and Engagement of Patients Competence Checklist**

**Care Certificate Competencies**

**Question 21:** Please list all Band 2 job titles currently on the trusts establishment along with each current vacancy rate?

Role	Budgeted FTE	Vacant FTE	Vacancy %
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Adviser	1	1	100.00%
Analyst	1	1	100.00%
Assistant	11	9	81.82%
Cleaner	4.47	-8.06	- 180.24%
Clerical Worker	131.35	40.52	30.85%
Gardener or Groundsperson	0.6	0.6	100.00%
Health Care Support Worker	19.03	8	42.06%
Healthcare Assistant	258.9	21.06	8.14%
Housekeeper	189.15	98.09	51.86%
Maintenance Craftsperson	4	4	100.00%
Officer	4	4	100.00%
Porter	24	12.2	50.83%
Receptionist	8.86	4.72	53.35%

**Question 22:** Please list all Band 3 job titles currently on the trusts establishment along with each current vacancy rate?

Role	Budgeted FTE	Vacant FTE	Vacancy %
Ambulance Care Assistant or Patient Transport Service Driver	1	1	100.00%
Assistant	24.09	4.04	16.79%
Assistant Practitioner Nursing	4.4	-0.2	-4.55%
Clerical Worker	241.77	55.89	23.12%
Cook or Chef	1.6	0.8	50.00%
Health Care Support Worker	100.66	10.78	10.71%
Healthcare Assistant	168.4	0.89	0.53%
Maintenance Craftsperson	6	1.2	20.00%
Nursing Associate	5	0	0.00%
Occupational Therapist	0	-2	-200%
Occupational Therapy Specialist Practitioner	2.6	-0.4	-15.38%
Officer	31.3	10.57	33.76%
Peer Support Worker	18.6	-9.61	-51.65%
Receptionist	1	-1	- 100.00%
Researcher	1.07	0.22	20.25%
Secretary	18.81	9.61	51.09%
Student Nurse - Adult Branch	2	2	100.00%
Student Occupational Therapist	2	2	100.00%
Student Technician	1	-0.8	-80.00%
Supervisor	9.57	7.77	81.19%
Support, Time, Recovery Worker	79.96	14.62	18.29%

<b>Technical Instructor</b>	<b>7.23</b>	<b>5.23</b>	<b>72.34%</b>
<b>Technician</b>	<b>9.17</b>	<b>3.41</b>	<b>37.19%</b>
<b>Trainee Nursing Associate</b>	<b>11</b>	<b>0</b>	<b>0.00%</b>

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department