

## FOI 0277/2022 Response

**I am requesting Mandatory Training reports for the staff on the Melissa Suite as a FOI. I am aware that you cannot provide the name of the individual staff members, however I would like a report pulled from Vesper and sent to myself showing the percentage of staff (substantive and bank) that are up to date with mandatory training, and the percentage of staff that are out of date for each aspect of their mandatory training from October 2021 to current.**

Please see the attached spreadsheets and note the following:

- The Trust does not use Vesper, our business reporting tool is insight which is where this data has been collated from.
- Data has been provided for staff members that have worked within the Melissa Ward for both substantive and bank staff.
- Data provided in spreadsheet 1 is from the 1<sup>st</sup> October 2021 – 26<sup>th</sup> January 2022.
- Data provided in spreadsheet 2 is from the 1<sup>st</sup> October 2021 – 28<sup>th</sup> January 2022.
- Data provided in spreadsheet 2 relates specifically to bank staff who worked between 1<sup>st</sup> October 2021 – 28<sup>th</sup> January 2022 on the Melissa Ward, as well as other wards during this stated time period.
- The Trust is unable to provide the percentage breakdown for bank staff training compliance level. This is because the data is not captured in the format requested and would require a manual collation that exceeds the threshold of carrying out this task.

The Trust therefore rely on exemption Section 12 of the Freedom of Information Act 2000 to deny this aspect of your request.