

Freedom of Information Request

Ref: 23-278

16 May 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

1) It is my understanding that Bristol Children's Hospital may be appointed as a Regional Hub in relation to Children & Adolescents Gender Services currently under review by the Cass Review.

Can you please confirm this and provide all communications and emails in relation to the design and potential commissioning of these services.

The Trust Board has agreed that University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) should move into a partnership with NHS England as a potential provider of Gender Identity Development services for children and young people in the South West. UHBW will now join the National Transformation Programme that will design and commission the new service. As UHBW has not yet joined the Programme, email communication associated with the commissioning of these services is limited to arranging an initial meeting with NHS England about the new service, which took place on 1 March 2023 (please see attached email exchange). Following this meeting, UHBW recommended to the Trust Board that we begin a partnership with NHS England. To date, no communication has been exchanged on the design of services for Gender Identity Development, but UHBW clinicians and managers will participate in this in due course.

2) It is my understanding that a Clinical Psychologist, [REDACTED] was recently appointed to a new post within the Bristol Children's Hospital. It is also my understanding that the post to which [REDACTED] was appointed was not advertised in line with NHS Policy. If I am mistaken in this belief, can you please signpost to the external or internal advert for this substantive post? Please provide details under FOI on the process for advertising and recruitment to this post?

All recruitment within University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) is undertaken in line with the attached recruitment policy. The advert for the position of Specialist Clinical Psychologist at UHBW was placed on NHS jobs on 22nd November 2022 and on Indeed, Jora and Linked In on 23rd November 2022. It was advertised externally for 14

days and closed on 6th December 2022. The advert can no longer be found online as the recruitment process has closed; details of the advert and job description as advertised in November 2022 are attached.

The process for advertising and recruiting is detailed more specifically on our intranet site, which is available internally as an aide for recruiting managers. An excerpt from the intranet pages that describe the recruitment process are included below:

Importance of a good job advert

The advert should be worded in a way to attract a sufficient number of candidates, all of whom possess the necessary skills, experience and qualifications to do the job effectively. A poor or vaguely worded job advert may result in a large number of unsuitable applications.

Download our guide on effective advert writing [here](#).

Download New NHS Jobs Service Manager Guidance [here](#).

How to upload your vacancy request to be advertised

Once you have identified a vacancy you will need authorisation from your Divisional PCP/VCP Panel so that you can recruit. You will need then to complete a vacancy request through the Trac online system

Upload the job description and person specification and any other relevant documents:

1. Input the advert text and advert details.
2. Select when the advert should be published and when it will close.
3. Create shortlisting criteria and select who will shortlist the vacancy
4. Choose blocking questions if necessary
5. Add any additional requirements on the 'Notes' tab.

All vacancies are advertised free of charge on NHS Jobs, Universal JobsMatch, the UH Bristol and Weston website and Health Jobs UK.

3) It is also my understanding that the rational for appointing [REDACTED] to this post is for [REDACTED] then to be appointed as Clinical Lead for the Children and Adolescent Gender Services as the Bristol Hub is commissioned.

This appointment, seemingly without a proper advertisement and application process, seems to be contrary to NHS recruitment policies? At this stage I wish to hear your response to the above. And if satisfactory replies are not given then I will reserve the right to make a formal complaint.

As described above, all recruitment within UHBW is undertaken in line with the policy attached under item 2.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, 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:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust