

Consultants' Admin Support

Request and Response

I am looking for the number (whole time equivalent and headcount) of administration staff for consultants working within your Organisation by Service Area / Department, and the administration support model in place for the financial years 2013/2014, 2014/2015 and 2015/2016:

P – Consultant draws support from an administration pool

S – Each Consultant has a named Secretary

M - Mixed Model (mix of above)

OUR RESPONSE: The Trust's Electronic Staff Record does not record Consultant administrative support and, as the Trust employs in excess of 100 consultants across the range of integrated mental health, learning disabilities and community health services provided by the Trust across Leicester, Leicestershire and Rutland, from our preliminary assessment we estimate that compliance with your request would exceed the appropriate costs limit under section 12 of the Freedom of information Act 2000, currently £450.

However, in an effort to be helpful, we are able to provide the following information:

Numbers of Consultants for the past 3 financial years can be found attached.

Within Adult Mental Health Community Services all consultants have a named secretary who is a band 4 medical secretary. Some of the teams also have an additional band 3 support secretary. All Community Mental Health Teams have band 2 receptionists who also carry out outpatient clerk roles supporting outpatient clinics.

Current figures for administrative support within Community Mental Health Teams, Assertive Outreach and Homeless Service are as follows:

- Consultants: 23.65wte (not including junior doctors or SpRs)
- Band 4 medical secretaries – 23wte (headcount 26)
- Band 3 support secretaries – 5wte (headcount 6)
- Band 2 receptionists and outpatient clerks – 12.93 wte (headcount 15)

Figures for Community Paediatrics are only available for the past 2 years, as follows:

2014/15

- Consultants: 11.6wte (headcount 13)
- Medical secretaries – 3.62wte (headcount 5)
- Supporting administrators – 1wte (headcount 1)

2015/16

- Consultants: 12.75wte (headcount 14)
- Medical secretaries – 3.62wte (headcount 5)
- Supporting administrators – 1wte (headcount 1)