

Freedom of Information Act 2000 disclosure log entry

Reference

18-19023

Date sent

15/05/2018

Subject

HR Functions and Workforce

Details of enquiry

I am writing to you under the Freedom of Information Act 2000 to request information on the organisations HR functions and Workforce. Please provide this information by completing the attached spreadsheet.

Response Sent

[\(Please see Tables on following pages\)](#)

HR Workforce FOI

Please provide the information below, if it is not possible to provide the information requested due to the information exceeding the cost of compliance

limited identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the act, as to how i can refine my request.

1. Please provide the following information for the people responsible for the following HR functions	Name	Job Title	Email Address
1a. Overall HR	Craig de Sousa	HR & Corporate Governance Director	cdesousa@taviport.nhs.uk
1b. HR/Workforce Planning	Craig de Sousa	HR & Corporate Governance Director	cdesousa@taviport.nhs.uk
2. For the following financial years, please provide the following information	2015/16	2016/17	
	£000	£000	
2a. What is the organisations total gross pay costs (all expenditure on staff)	29,845	32,600	
2b. What is the organisations total pay costs on your permanent workforce (staff that hold permanent contracts only)	29,061	31,868	

2. For the following financial years, please provide the following information	2015/16	2016/17	
2c. How much did the organisation spend on contingent (non-permanent) or temporary workers (this includes any temporary or contract workers such as agency workers, casual workers, temps, self-employed workers / contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors)	784	732	
3. For the following financial years, please provide the following information, providing the figures as the number of employees & full time equivalents (FTE)	2015/16	2016/17	
How many permanent workers did the organisation employ:			
3a. Number of Employees	This information is available in the public domain from https://digital.nhs.uk/workforce	This information is available in the public domain from https://digital.nhs.uk/workforce	

3b. For the following financial years, please provide the following information, providing the figures as the number of employees & full time equivalents (FTE)	2015/16	2016/17	
3b. Full Time Equivalent (FTE)	This information is available in the public domain from https://digital.nhs.uk/workforce	This information is available in the public domain from https://digital.nhs.uk/workforce	
On average, how many contingent (non-permanent) or temporary workers has the organisation engaged with: (this includes any temporary or contract workers such as agency workers, casual workers, temps, self-employed workers / contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors)			
3c. Number of Employees	n/a	n/a	
3d. Full Time Equivalent (FTE)	536	583	

4. Please list the software the organisation uses for the following HR functions			
4a. HR	Electronic Staff Record - national solution provided to all NHS organisations in England by IBM	Electronic Staff Record - national solution provided to all NHS organisations in England by IBM	
4b. Payroll (if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)	Electronic Staff Record - national solution provided to all NHS organisations in England by IBM	Electronic Staff Record - national solution provided to all NHS organisations in England by IBM	
4c. Recruitment	NHS Jobs & Trac	NHS Jobs & Trac	
4d. HR/Workforce Analytics	Electronic Staff Record	Electronic Staff Record	
4e. Other employee/HR related systems for tracking or planning	Electronic Staff Record	Electronic Staff Record	
5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday	Oracle	Oracle	
6. Does the organisation have a HR data warehouse?	The NHS as a whole has a datawarehouse	The NHS as a whole has a datawarehouse	