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17 July 2017

Dear Sir/Madam

**Freedom of Information Request – Ref: FOI 063-1718**

Thank you for your recent Freedom of Information request about Consultancy metrics within the NHS. Please find the Trust's response attached

Should you have any queries in relation to our response in this letter, please do not hesitate to contact me. If you are unhappy with the response you have received in relation to your request and wish to ask us to review our response, you should write to:-

Anna Hilditch  
Assistant Trust Secretary,  
2gether NHS Foundation Trust  
Rikenel  
Montpellier  
GLOUCESTER GL1 1LY  
Tel: 01452 894165  
E-mail: [anna.hilditch@nhs.net](mailto:anna.hilditch@nhs.net)

If you are not content with the outcome of any review, you may apply directly to the Information Commissioner's Office (ICO) for further advice/guidance. Generally, the ICO will not consider your case unless you have exhausted your enquiries with the Trust which should include considering the use of the Trust's formal complaints procedure. The ICO can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours faithfully,

*Lisa Evans*

**LISA EVANS**  
Information Governance Officer  
2gether NHS Foundation Trust

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or write to: OPSI, 102 Petty France, London SW1H 9AJ.

No.	Questions	Answers	Notes
1	Does the organisation use establishment control (part of the ESR workstructures process)?		We are currently undertaking a project to update ESR with staffing establishments
2	How do you keep track of vacancies? (e.g. Establishment Control, NHS Jobs / Tracs, finance packages etc.)	Finance currently provide information on vacancies i.e. difference between funded establishment and contracted	
3	What was your average vacancy rate in 16/17? Nursing & HCAs Medical & Dental AHPs Admin & Clerical Estates & Facilities Scientific Other	We do not hold this information.	
4	Who provides the organisation's statutory / mandatory training? (e.g. OLM, Skills for Health, Training Tracker etc.) Annual cost in 16/17? Contract start Contract end	We use a range of providers. The bulk of our training is provided in-house but we also use a number of e-learning course from a range of developers, however the majority are produced by e-Learning for Healthcare. £539,600	This includes training costs, venue hire and salaries. Not Applicable - no contract Not Applicable - no contract
5	Are you signed up to the NHS Streamlining Core Skills (CSTF) Framework?	Yes	
6	Are you producing paper payslips?		
7	Is employee self-service switched on?		
8	Is manager self-service used? If so, please state if this is supervisor, administrator or manager?		
9	What was the cost of providing statutory & mandatory training in 16/17?	£539,600	
10	What was the total cost of providing all other training in 16/17? (non-statutory / mandatory)		We do not hold this information.
11	What was the average time (weeks) taken to fill vacancies in 16/17? OVERALL AVERAGE Nursing & HCAs Medical & Dental AHPs Admin & Clerical Estates & Facilities Scientific Other		We do not hold this information.
12	What was the total expenditure on admin / back-office functions in 16/17? TOTAL HR Management cost Financial Management cost IT cost	£1,010,883 £389,007 £1,163,872	Only direct HR costs have been included - overheads etc have been excluded. Only direct Financial Management costs have been included - overheads etc have been excluded. Only direct IT service/function costs have been included - overheads ec have been excluded.
13	What was the average cost per payslip in 16/17?	We do not hold this information.	
14	What was the average cost to process an invoice in 16/17?	We do not hold this information.	
15	Do you have any plan to consolidate back-office functions with any other NHS organisations? Which function(s)? Lead organisation Description of plans	No	
16	What was your Stat / man training compliance rate (16/17)	85%	
17	What percentage of annual appraisals / personal development plans were completed on time in 16/17?	0.86	
18	What is your ranking in the national Woven report?	64	