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9 May 2018

### **Freedom of Information Request – Ref: FOI 019-1819**

Thank you for your recent Freedom of Information request about workforce. 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 sincerely,

*Lisa Evans*

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

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## 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   | Neil Savage  | Director of Organisational Development | <a href="mailto:neil.savage@nhs.net">neil.savage@nhs.net</a>   |
| 1b. HR/Workforce Planning  | Sue Heafield   | Assistant Director of HR               | <a href="mailto:sue.heafield@nhs.net">sue.heafield@nhs.net</a> |
| 2. For the following financial years, please provide the following information   |  |  |  |
|  | 2015/16  | 2016/17                                |  |
| <b>2a. What is the organisations total gross pay costs</b><br><i>(all expenditure on staff)</i>  |  |  |  |
|  | £79,022,000.00   | £82,481,000.00                         |  |
| <b>2b. What is the organisations total pay costs on your permanent workforce</b><br><i>(staff that hold permanent contracts only)</i>  |  |  |  |
|  | £64,931,000.00   | £71,804,000.00                         |  |
| <b>2c. How much did the organisation spend on contingent (non-permanent) or temporary workers</b><br><i>(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)</i>              |  |  |  |
|  | £14,091,000.00   | £10,677,000.00                         |  |
| 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                                |  |
| <b>How many permanent workers did the organisation employ:</b>   |  |  |  |
| 3a. Number of Employees  | 1856   | 1984                                   |  |
| 3b. Full Time Equivalent (FTE)   | 1612.06  | 1736                                   |  |
| <b>On average, how many contingent (non-permanent) or temporary workers has the organisation engaged with:</b><br><i>(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)</i> |  |  |  |
| 3c. Number of Employees  | The Trust does not hold this information                       |  |  |
| 3d. Full Time Equivalent (FTE)   | 390  | 303                                    |  |
| 4. Please list the software the organisation uses for the following HR functions   |  |  |  |
| 4a. HR   | NHS Electronic Staff Record System                             |  |  |
| 4b. Payroll  | NHS Electronic Staff Record System                             |  |  |
| <i>(if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)</i>  |  |  |  |
| 4c. Recruitment  | NHS Jobs 2   |  |  |
| 4d. HR/Workforce Analytics   | NHS Electronic Staff Record System                             |  |  |
| 4e. Other employee/HR related systems for tracking or planning   | lectronic Staff Record System, E-rostering software - Allocate |  |  |
| 5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday   |  |  |  |
|  | ESR as above   |  |  |
| 6. Does the organisation have a HR data warehouse?   |  |  |  |
|  | The NHS has a data warehouse i.e. NHS Digital                  |  |  |