Reference Number:	FOI/LHCH/2018/099
From:	Private Individual
Date:	13 April 2018
Subject:	HR functions and workforce

Q1   Please provide the following information for the people responsible for the following HR functions – Name; Job Title; Email Address
   a. Overall HR
   b. HR/Workforce Planning

Q2   For the following financial years (2015/16 and 2016/17), please provide the following information
   a. What is the organisations total gross pay costs (all expenditure on staff)
   b. What is the organisations total pay costs on your permanent workforce (staff that hold permanent contracts only)
   c. 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)

Q3   For the following financial years (2015/16 and 2016/17), please provide the following information, providing the figures as the number of employees & full time equivalents (FTE) How many permanent workers did the organisation employ:
   a. Number of Employees
   b. Full Time Equivalent (FTE)
   c. 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)
   d. Number of Employees
   e. Full Time Equivalent (FTE)

Q4   Please list the software the organisation uses for the following HR functions
   a. HR
   b. Payroll (if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)
   c. Recruitment
   d. HR/Workforce Analytics
   e. Other employee/HR related systems for tracking or planning

Q5   Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday

Q6   Does the organisation have a HR data warehouse?

A1-6   See attached - FOI2018099 HR Workforce FOI April 18

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	Joanne Twist	Director of Workforce Development	Joanne.Twist2@lhch.nhs.uk
1b. HR/Workforce Planning	Vicki Wilson	Head of Human Resources	Vicki.Wilson2@lhch.nhs.uk

2. For the following financial years, please provide the following information	2015/16	2016/17
2a. What is the organisations total gross pay costs *(all expenditure on staff)*		
2b. What is the organisations total pay costs on your permanent workforce *(staff that hold permanent contracts only)*	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website, it can be found in our Annual Reports and Accounts: http://www.lhch.nhs.uk/about-lhch/performance-plans-and-publications/annual-reports-and-accounts/ See the average staff pay & WTE section	
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)*		

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		
3b. Full Time Equivalent (FTE)		
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)*	Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'. This information is available on our website, it can be found in our Annual Reports and Accounts: http://www.lhch.nhs.uk/about-lhch/performance-plans-and-publications/annual-reports-and-accounts/ See the average staff pay & WTE section	
3c. Number of Employees		
3d. Full Time Equivalent (FTE)		

4. Please list the software the organisation uses for the following HR functions	
4a. HR	ESR
4b. Payroll *(if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)*	ESR
4c. Recruitment	Trac
4d. HR/Workforce Analytics	Athena
4e. Other employee/HR related systems for tracking or planning	Allocate

5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday	ESR
6. Does the organisation have a HR data warehouse?	Yes