

**Quality and Governance Service**

Wirral Community NHS Trust  
Wing 5, 1<sup>st</sup> Floor  
St Catherine's Health Centre  
Derby Road  
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Wirral  
CH42 0LQ  
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**Our Ref:** CTFOI-612

28<sup>th</sup> September 2016

Dear

**Re: Freedom of Information Request**

**Original Request**

Payroll

1. Is payroll managed:
  - A. in-house
  - B. outsourced
  - C. combination of in-house and outsourced
2. How many payroll staff does the trust / health board currently employ (please provide the number of WTEs)?
3. How many payslips did the organisation process in-house in 2015/16?
4. Please provide details below of 3<sup>rd</sup> parties / external providers used to provide payroll services to the trust / health board:

Staffing Group(s)	Substantive or Temporary?	Frequency of Payroll e.g. monthly, weekly, fortnightly	No. of Staff on the Payroll (average)	Average monthly cost of payroll service provision 2016/17 YTD	Annual cost of payroll services provision 2015/16	Which 3 <sup>rd</sup> party do you use for payroll service?	What type of payroll service do they provide? (Bureau – partly outsourced whereby you retain a payroll team in-house or Fully Managed – where all the payroll expertise resides with the service provider)	When does this contract expire?
				£	£			

5. Do you use any other 3<sup>rd</sup> party payroll software to process the payroll? If so, please provide:
  - a. Name of supplier:
  - b. Annual cost:
  - c. Contract end date:

### Non-Mandatory Training

6. Please provide your total spend on:
  - a. Leadership development training in 2015/16?
  - b. Continuous Professional Development (CPD) training (afc bands & vsm only) in 2015/16?
7. What was the highest payment made to any private sector training providers in 2015/16 and what was the training for?
8. What non-mandatory training and development courses did you engage in 2015/16 (please list all courses)?
9. Please state the organisation's training and development budget and actual spend on external providers in the years specified below:

	Budget	Actual
13/14		
14/15		
15/16		
16/17		

### **Our Response**

#### Payroll

1. Is payroll managed:  
B. outsourced
2. How many payroll staff does the trust / health board currently employ (please provide the number of WTEs)?  
None – outsourced
3. How many payslips did the organisation process in-house in 2015/16?  
None in house – 24,900 through external supplier



4. Please provide details below of 3<sup>rd</sup> parties / external providers used to provide payroll services to the trust / health board:

Staffing Group(s)	Substantive or Temporary?	Frequency of Payroll e.g. monthly, weekly, fortnightly	No. of Staff on the Payroll (average)	Average monthly cost of payroll service provision 2016/17 YTD	Annual cost of payroll services provision 2015/16	Which 3 <sup>rd</sup> party do you use for payroll service?	What type of payroll service do they provide? (Bureau – partly outsourced whereby you retain a payroll team in-house or Fully Managed – where all the payroll expertise resides with the service provider)	When does this contract expire?
All	All	Monthly	2075	£7,862	£97,032	HR and Wellbeing Business Services Shared Service – Wirral University Hospital NHS Foundation Trust and Countess of Chester Hospital NHS Foundation Trust	Fully managed	31.07.2018

5. Do you use any other 3<sup>rd</sup> party payroll software to process the payroll? N/A



## Non-Mandatory Training

6. Please provide your total spend on:

a. Leadership development training in 2015/16?

In 2015/16 Wirral Community NHS Foundation Trust accessed a range of leadership training that did not carry any cash cost to commission/access e.g. NHS Leadership Academy Programmes, University facilitated Values Based Leadership programmes (2 cohorts), leadership modules undertaken as part of Specialist Practice Programmes. The Trust also commenced internally facilitated 'Leadership for All' training for appraisers. Staff also have access to e-learning leadership modules accessible through our Learning Management System. Leadership modules that carried an equivalent cash value £7000 were also access (funding from Health Education England).

b. Continuous Professional Development (CPD) training (afc bands & vsm only) in 2015/16?

The majority of our organisational learning and development funding came from Health Education England as described above and the remaining is delivered internally to reduce costs while improving patient care.

7. What was the highest payment made to any private sector training providers in 2015/16 and what was the training for?

The highest amount of funding made to a single provider from centrally coordinated learning and development funding was: £6200. This was paid to a University to facilitate training relating to supporting people with learning disabilities and mental health conditions.

8. What non-mandatory training and development courses did you engage in 2015/16 (please list all courses)? E-learning from the National Learning Management System platform (free of charge) and internally facilitated training. University modules funded with Health Education England Funding. We are also part of network that gives us access to training on a range of patient safety topics.

9. Please state the organisation's training and development budget and actual spend on external providers in the years specified below:

	Budget	Actual
13/14		
14/15		
15/16		
16/17		

The majority of our organisational learning and development funding came from Health Education England. We advise that you contact Health Education England directly as they commission some courses directly from local Universities.

I trust this satisfies your request for information under the Freedom of Information Act.

Yours Sincerely

Karen Howell  
Chief Executive



Wirral Community NHS Foundation Trust  
Chairman: Frances Street  
Chief Executive: Karen Howell