Freedom of Information Request

Reference Number: EPUT.FOI.18.519
Date Received: 13 April 2018

*Note to Applicant: As of 1 April 2017, North Essex Partnership University NHS Foundation Trust (NEP) and South Essex Partnership University NHS Foundation Trust (SEPT) merged to form one new organisation known as Essex Partnership University NHS Foundation Trust (EPUT).

Information Requested:

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:

Please see attached.
1. Please provide the following information for the people responsible for the following HR functions

   1a. Overall HR

   1b. HR/Workforce Planning

2. For the following financial years, please provide the following information

   2a. What is the organisation’s total gross pay costs
       (all expenditure on staff)

   2b. What is the organisation’s total pay costs on your permanent workforce
       (staff that hold permanent contracts only)

   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)

   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)

   3c. Number of Employees

   3d. Full Time Equivalent (FTE)

4. Please list the software the organisation uses for the following HR functions

   4a. HR

   4b. Payroll
       (if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive,
       agency/weekly, monthly payroll - please list all)

   4c. Recruitment

   4d. HR/Workforce Analytics

   4e. Other employee/HR related systems for tracking or planning

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

6. Does the organisation have a HR data warehouse?
<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email Address</th>
<th>2015/16 SEPT £000</th>
<th>2015/16 NEP £000</th>
<th>2016/17 SEPT £000</th>
<th>2016/17 NEP £000</th>
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</thead>
<tbody>
<tr>
<td>Katie Keen</td>
<td>Deputy Director of HR &amp; Communications</td>
<td><a href="mailto:katie.keen@eput.nhs.uk">katie.keen@eput.nhs.uk</a></td>
<td>£177,737</td>
<td>£84,095</td>
<td>£166,869</td>
<td>£83,398</td>
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<td>£72,437</td>
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<td>£11,658</td>
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<th>2016/17 SEPT</th>
<th>2016/17 NEP</th>
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<tr>
<td>4349</td>
<td>1803</td>
<td>4120</td>
<td>1822</td>
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The Trust did not have fully integrated systems in place during these years to be able to accurately report.

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<th>ESR/LASERFICHE/JES/ALLOCATE/Olympus DSS Player Pro</th>
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See above

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<th>No - National contract via ESR</th>
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