

Freedom of Information Request

Reference Number: EPUT.FOI.23.3105
Date Received: 22nd of August 2023

Information Requested:

To assist you in processing my request effectively, I have outlined the details below:

- Please provide information on the Learning and Development (L&D) budgets within your NHS Trust, specifically focusing on the allocation of funds to different departments.

Non-Medical training budgets are managed centrally within the workforce development and training service.

The budget varies year on year depending on allocation from Health Education England (HEE).

Some courses are commissioned from HEE through the commissioning process year on year and other courses identified through the annual training needs analysis undertaken internally whilst other development opportunities are managed through the use of the apprenticeship levy.
- I kindly request details regarding the L&D budget accessible to middle managers, including the process or criteria for their eligibility.

There is no separate budget for middle managers. All staff use the study leave application process which falls into 2 categories. Short courses or extended study, extended study leave applications requires the applicant to attend a panel for approval.
- Additionally, I am interested in understanding how your Trust determines which L&D programs or initiatives to invest in.

Every year the Trust undertake a training needs analysis across all services where learning and development requirements are identified by individual services and this formulates the centralised analysis aiding in commissioning of placements on courses to meet service need for specific staff groups. This process takes into account data from appraisal and supervision also from the service need perspective.
- Information on central training budget allocation broken down by workforce, e.g., medical, nursing, allied health professional, admin, and management.

We can neither confirm nor deny whether some of the information you have requested is held by the Trust in its entirety. This is because the information requested is not held in an easily retrievable format, but may be recorded in individual records. In order to confirm whether this information is held we would therefore have to individually access all employee records within the Trust and extract the information where it is present.

We therefore estimate that complying with your request is exempt under section 12 of the FOI Act: cost of compliance is excessive. The section 12 exemption applies when it is estimated a request will take in excess of 18 hours to complete. We

estimate that accessing and reviewing all health records and then extracting relevant information would take longer than the 18 hours allowed for.

5. Please provide information covering the most recent financial year or the period for which the data is readily available. If possible, specify the dates or financial year that the information encompasses.

Budget for financial year 2022-23 for Training & Development team was £2,637,870.

6. Contact Details for Head of Learning & Development and Chief operation officer: Please provide the name and contact details (email and mobile phone number) of the Head of Learning and Development, and the Chief Operating Officers (or an equivalent position).

Dr Annette Thomas-Gregory Director of Education, Learning & Development & ICB Education lead

7. Organisational structure chart:

Please can you also supply an organisational structure chart of the trust, with names and job titles clearly displayed, and the hierarchal structure clearly laid out?

We are looking for the organisational chart for the learning and development department and also the organisational heads.

In an effort to ensure that the Trust does not receive unsolicited communications and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our Trust website.

Any staff details disclosed will be at senior level only and should not be used for the purpose of unsolicited communications or marketing purposes (in accordance with The Privacy and Electronic Communication Regulations, PECR) as well as ICO (Information Commissioner's Office) guidance.

Please note that any person/s or organisation found to be in breach of PECR may be subject to criminal prosecution, non-criminal enforcement and audit. The Information Commissioner can also serve a monetary penalty notice imposing a fine of up to £500,000 which can be issued against the organisation or its directors.

Applied Exemption:

Section 12 (Exemption where cost of compliance exceeds appropriate limit):

- (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.
- (2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.
- (3) In subsections (1) and (2) "the appropriate limit" means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.

- (4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—
 - (a) by one person, or
 - (b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign, the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.
- (5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>