

Date: 21/09/2016

FREEDOM OF INFORMATION REQUEST FOI/013007 – Payroll and non mandatory training

**Payroll**

**1. Is payroll managed:**

**A. in-house**

**B. outsourced**

**C. combination of in-house and outsourced**

Payroll is provided in – house

**2. How many payroll staff does the trust / health board currently employ (please provide the number of WTEs)?**

The Trust currently employs 9.1 WTE

**3. How many payslips did the organisation process in-house in 2015/16?**

The Trust produced 91,080 payslips 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:**

The Trust provides the payroll service in-house.

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:**

The Trust uses E.S.R. which is a nationally funded system

## Non-Mandatory Training

6. Please provide your total spend on:

- a. Leadership development training in 2015/16? - £11,634
- b. Continuous Professional Development (CPD) training (afc bands & vsm only) in 2015/16? - £407,511

7. What was the highest payment made to any private sector training providers in 2015/16 and what was the training for - University of Hull, £9k Gastroenterology Care

8. What non-mandatory training and development courses did you engage in 2015/16 (please list all courses)?

Advance Practice for nurses, A practical guide to pain therapy, A safer approach to ethical feeding decisions, Accupuncture, Acquired Apraxia Speech theoretical and clinical perspectives, Acupuncture Update, Acute illness, Adaptation, Administration of Anti Cancer Drug Therapy  
Advanced Airway Course, Advanced clinical assessment and decision making, Advanced communication in palliative care, Advanced Practicum, Advanced Tracheostomy, Advanced urogynaecology for physiotherapist, Advanced Videofluoroscopy, ALS, Alternative Augmentative Communication in the Acute setting, An Approach for Structured and Sensitive Communication,  
An Approach for Structured and Sensitive Communication, Assessment of lower bowel dysfunction, Asthma-Evidence based approach/COPD, Atypical Parkinsons Course, Band 6 Development, BCOS, BIDAC Course, BIOS Scientific Conference Birmingham 2016, British laryngology course, BSc Nursing Studies (Acute Care), BSc Top Up Emergency Practitioner, BSc Top up Programme - Studying a Negotiated Topic in Health & Social Care, Major Trauma, Care of the sick child, Cervical Auscultation, Challenges of mentorship, Clinical assessment skills, Coaching and Mentoring, Communication after Stroke, Contraception and Sexual Health (CASH) Short House, Co-ordinating care, Creative Service Delivery in Challenging Times for Stroke, Cutting Edge Laryngology 2016, Cytomeglarovirus Course  
Debridement techniques, Dementia Action Alliance, Dementia Care, Developing Health Assessment  
Directorate of Podiatric Surgery Conference, DOL Menatal Capacity, Dysphagia in Stroke, Ear Care study day, Effective clinical supervision masterclass, Effective communication in health and social care, Emergency Medicine Educators Conference, End of Life Management in Acute / chronic Respiratory Care, enhancing care in a specialist setting/renal module, ENT 1 day emergency course  
EPLS, Evidence based practise in infection control, Evidence based Prescribing Update 15/7/16, Examination of the newborn, Examination of the Newborn/ NIPE screening, Extended Scope Practitioner, Fibreoptic Nasendoscopic Evaluation of Swallowing and Videofluoroscopy, Focus on clinical skills in respiratory care, Foot and ankle course, Foundations of neurology, Fundamental ECG and Arrhythmia Principles, Fundamental Principals of Acute Coronary Syndromes, Fundamental Principles of Cardiac Illness, Fundamental Principles of Cardiac Rehab and Sec Prevention Haematological Diseases, Hand Therapy BAHT level 2, Health Assessment High Dependancy module, Hospital Optometrist's Annual Conference, Glasgow - 3rd & 4th October 2015, Integrating spinal manipulation, Interpretation of Intra-orbital Foreign Body, Intravitreal Injection, Introduction to cognition, Introduction to Malignancy, Introduction to normal movement, Introduction to parenteral nutrition, Introduction to Traditional Balance Assessment, ITU Course, IV Injection for Radiographers  
Joint Injection Course, KIDS- Stabilisation of Unwell child, Kinesio Taping for Neuro, Laryngeal Manipulation therapy, Laser Course, Leadership, Leadership Programme, Leadership and management in health care, Leadership for Healthcare Practitioners, Leadership Management Jackie Tibbetts, leading and delivering specialist care/renal module, Leading Special Care, M/H needs older adults, Management Course, Management of Childhood Diabetes, Management of respiratory illness in the community, Management of respiratory illness in the community, Management of the acutely ill, Managing pain in palliative care, Manchester Audiology Short Course (Masters level modules) Paediatric Audiology, Masters level Diabetes in Pregnancy, Masters level Dynamics

of Domestic Violence 2 modules, Masters level Law, ethics, safeguarding, Masters level MSc in Midwifery, Matron Development, McKenzie B, McKenzie Part A, Mental Health in Older Adults  
 Mentorship, Mind the gap putting research into practice, mindfulness and imagery, Minor Injury  
 Modified barium swallow profile, MRI in practice, MS c Dissertation, MSc in clinical Physiotherapy  
 MSC Nursing Dissertation, Msc pain management, MSc Simulation, National Training Scheme for Bone Densitometry,  
 NLS Course, NLS Trainer, Non-Medical Prescribing Course, Ophthalmic Study Day, Overview diabetes, Paediatric  
 Cardiorespiratory Physiotherapy, Paediatric High Dependency Care / Major Trauma, Palliative care x3, Palliative and  
 End of Life Care, Patients with Complex needs  
 Perioperative Pathway, Pg Cert Adult Chest and Abdominal Reporting, Pg Cert Axial Reporting  
 Pg Cert in Paediatric Radiography, PG Cert Service Improvement, Pg Diploma in Nuclear Medicine  
 PGCE, PGCert Health & Social care programme, PHdd Theology, Podiatric Surgery, Population assessment, Practice  
 Focused Neonatal Intensive Care, Preventing falls in older people, Principles of respiratory assessment, Problem  
 solving the shoulder, Pulmonary rehab course, Pulmonary Rehabilitation, RAPID, Research and Evidence Based  
 Practice, Respiratory diagnostics, SANDS conference, SCST Award in Practical ECG, SCST Award in Practical ECG,  
 Service Improvement Project  
 SLAIP, Solution Focused Brief Therapy training, SOM Course Part A, SOM Course Part B  
 Specialist Heart failure course, Specialist Workshop in Debridement Techniques in Practice - 7th April 2016, Sporting  
 Hip and Groin, Sporting Wrist and Elbow, STABILISATION OF THE CRITICALLY ILL CHILD  
 supporting long term conditions/renal module, Susan Langmore FEES course, The Evolving Health and Social Care  
 Agenda, Tinnitus and Hyperacusis for Therapy Masterclass, Tissue Viability, TNCC  
 Top up to healthcare degree, Understanding and Managing Challenging Behaviour, Vascular Course  
 Working with Bariatric Clients, Wound Management Practice

**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	641,409	528,729
14/15	815,063	642,898
15/16	676,487	524,990
16/17	649,396	99,378

2016/17 - Actual relates to month 1-5 only, budget relates to the full year.