

## Freedom of Information Request: Our Reference CTHB\_261\_16

### You asked:

#### 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:

## Our response:

### Questions

**1** – B outsourced to NHS Wales Shared Services Partnership.

**2 – 5** This element of your request will need to be redirected to NHS Wales Shared Services Partnership via the following email address:  
[shared.services@wales.nhs.uk](mailto:shared.services@wales.nhs.uk)

## Non Mandatory Training

**6a.** The Health Board continues to participate fully on an annual basis in Academi Wales Leadership development opportunities such as Summer School, Winter School And the All Wales Medical Leadership Programmes. In addition, during 2015 two new in-house leadership development programmes were launched for middle and senior managers to reflect the new All Wales Leadership and Management Competency Framework. Team based leadership development has also become a key focus of our talent management and employee engagement strategy. To enable the organisation to address these leadership development needs, a one off central investment was made during 2015/16 of circa £89,100.

**6b.** Continuous Professional Development (CPD) is a joint responsibility of all professionals and our staff can and do access their professional body training to update which is not often captured on our Electronic staff record (ESR) system but picked up in appraisal discussions with managers. The bodies providing these training are Nursing and Midwifery Council, General Medical Council, Healthcare Professional Council etc; any of which provide CPD offerings as part of registration fee renewal. This is also true of staff side and trade union organisations such as RCN, Unite and Unison.

Within Cwm Taf CPD training is funded within directorate budgets and staff members and line manager's work together to meet CPD requirements. Centrally held data is not available to reflect the total spend allocated to CPD.

**7.** The University of South Wales which is a private Higher Education Institute is by far our biggest contract. This is managed directly by Workforce, Education and Development Services (WEDS) and they could supply more information on the value of this. CTUHB only deals with module numbers and there is no monetary value attached to this.

**8.** An example of non-mandatory training courses available for staff is attached at **Appendix 1**. This does not capture the whole picture due to the fact that some professional development activity is authorised from within directorates and is not held centrally by the Health Board.

9. CTUHB receives all of its budget from Welsh Government and this includes funds which are allocated to training. Education and CPD forms part of all employees' roles in the organisation. Some examples of this include Mentors in Nursing and Clinical Tutors in Medicine.

Due to the devolved system of funding to support CPD and training and development it has not been possible to fully capture data on the spend requested.

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