

Reference: FOI 25920 AYL 10Y / FOI 24921 CHI 10H

Subject: HR Functions and Workforce

I can confirm that the CCG does hold the information requested; please see responses below:

QUESTION	RESPONSE
<p>1. Please provide the following information for the people responsible for the following HR functions</p> <p>1a. Overall HR</p> <p>1b. HR/Workforce Planning</p>	<p>Please see the attached spreadsheet.</p>
<p>2. For the following financial years, please provide the following information</p> <p>"2a. What is the organisations total gross pay costs (all expenditure on staff)"</p> <p>"2b. What is the organisations total pay costs on your permanent workforce (staff that hold permanent contracts only)"</p> <p>"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 /</p>	<p>Please see the attached spreadsheet.</p>

<p>contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors) "</p>	
<p>3. For the following financial years, please provide the following information, providing the figures as the number of employees & full time equivalents (FTE)</p> <p>How many permanent workers did the organisation employ:</p> <p>3a. Number of Employees</p> <p>3b. Full Time Equivalent (FTE)</p> <p>"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) "</p> <p>3c. Number of Employees</p> <p>3d. Full Time Equivalent (FTE)</p>	<p>Please see the attached spreadsheet.</p>
<p>4. Please list the software the organisation uses for the following HR functions</p> <p>4a. HR</p> <p>"4b. Payroll</p>	<p>Please see the attached spreadsheet.</p>

<p>(if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)"</p> <p>4c. Recruitment</p> <p>4d. HR/Workforce Analytics</p> <p>4e. Other employee/HR related systems for tracking or planning</p>	
<p>5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday</p>	<p>Please see the attached spreadsheet.</p>
<p>6. Does the organisation have a HR data warehouse?</p>	<p>Please see the attached spreadsheet.</p>

The information provided in this response is accurate as of 01 May 2018, and has been authorised for release by Robert Majilton, Deputy Chief Officer and Director of Sustainability & Transformation for NHS Buckinghamshire CCG.