Maidstone and Tunbridge Wells NHS Trust

Ref: FOI/CAD/ID 3548

Please reply to:
FOI Administrator
Trust Management
Service Centre
Maidstone Hospital
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07 November 2016

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Payroll services and non-mandatory training.

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 3rd parties / external providers used to provide payroll services to the trust / health board:*
5. *Do you use any other 3rd 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:*

Payroll

1. Outsourced
2. None. Our payroll service is outsourced
3. None. Payslips are processed by the payroll provider.
4.

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 3rd 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?
All staff groups	Both	Monthly & Weekly	Circa 5,930	**	**	SBS	Fully Managed	June 2017

** The information requested is exempt from disclosure under the Freedom of Information Act 2000 Section 43 as its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

5.

a. Software Europe
b. £2,845
c. June 2017

<u>Non-Mandatory Training</u>

6a. £12,854.70
6b. £211,116.00
7. £17,440.00 – Complaints training
8. Please see the following table

16th International Falls and Postural Stability Conference
22nd Infant Hip Ultrasound (GRAF Course)
28th Infant Hip Ultrasound Course
4th Oculoplastic Allied Health Professional Study Day
5th International BACCN Conference
6th Critical Care London Meeting/Mechanical Ventilation Workshop
8th MRI Study Day
9th Annual Meeting of BIPOSA
A Practical Guide for Therapeutic Neuroscience Education
A&E Radiology Survival Course
Acute Non Invasive Ventilation
Adult Neurological Assessment and Management
Advanced Clinical Audit Course
Advanced Communication Skills
Advanced Diploma in Human Resource Management - year 1
Advanced Manual Therapy for the Pelvic Floor

Advanced Practices in Radiotherapy Conference VIII
Advanced Ventilation Study Day
Advances in Radiotherapy Planning
Annual Autumn Conference - Oncology and Palliative Care in Older Age
Association of Respiratory Nurse Specialists Conference
AutoCAD Training Workshop
BA (Hons) in Leadership & Management - Module B201 Business Org and Environ
Basic Skills in Flexible Sigmoidoscopy
Bayley Scales of Infant and Toddler Development
BDA Live 2016
Better Business Cases Practitioner
BIOS Scientific Conference
BMS/Cytoscreener Update Course
Bobath Modules 1-3
Bowel Ultrasound Master Class
Breastfeeding and Relationship Building
British Association of Cytopathology Meeting
British Casting Certificate Examination in Casting Techniques
British Casting Certificate Refresher Course
British Endocrine Society 2015 Conference
British Geriatrics Society Autumn Meeting
British Medical Acupuncture Foundation course
BSc (Hons) Occupational Health Nursing (Year 1)
Cambridge Advanced Insulin Pump Therapy Course
Capsule Endoscopy Study Day
Caring for the Patient with Dementia in Imaging and Radiotherapy
Celebrating Continuity Rhetoric into Reality, Policy into Practice
Certificate in Counselling Skills
Cervical Screening for Healthcare Professionals
Challenges and Opportunities in Non-Medical Prescribing
Change Management Practitioner Course
CHCC Annual Study Conference 2015
Clinical History Taking and Physical Examination
Coaching (10 sessions x 1 hour)
College of Health Care Chaplains Annual Conference
Consultation Day for all Sector Ministers
Course of 5
CT Head Technique and Interpretation for Radiographers
CT Intermediate Course
Cystic Fibrosis Update
Delivering Best Care through NHS Research
Dementia 2020
Dementia Care Trainers Programme
Developing Excellence in Clinical Leadership

Developing Leading edge Ophthalmic Practice
Diagnostic Radiology and CT
Dietitians in Critical Care Study Day
Diploma in Clinical Risk and Claims Management
Diploma in Education & Training - Year 2
Director Programme
DTLLS - Diploma to Teach in the Life Long Learning Sector - Year 2
Dying in Hospital
Dysphagia, Diagnosis and Rehabilitation
East Kent Hospitals Ophthalmology Nursing Forum
EDEXCEL Level 3 Awards and Certificate in Assessing the Quality of Assessment
Eliminating Avoidable Pressure Ulcers
Elizabeth Garrett-Anderson programme
Endoscope Decontamination for Managers Course
ENT Introductory Course
Erectile Dysfunction Workshop
Essential Legal Skills for Occupational Health
Evidence into Practice International Neurophysiotherpay Conference
Falls Prevention and Management in Older People
Focus 2016
Foundation Oncology Skills for Nurses working in Paeds
Full Certificate in Paediatric Spirometry Course
Functional Imaging in Radiotherapy
Fundamentals of Orthopaedic Care
Fundamentals of Radiotherapy Planning
Funds to Support Research topic as part of Professional Doctorate in Biomed Science
GCSE Maths (Distance Learning)
GIN for Facilitators course
GSCE Maths Examinations on 26.5.16.9.6.16
Gynaecological Ultrasound Study day
HAZMAT 2016
Health Emergency Planning
Hot Topics in Breast Cancer Meeting
How to Manage your Overseas Visitors
Image Guided Radiotherapy Module - Distance Learning
Improving the Quality of Perinatal Mental Health Services
IMRT and Other Conformal Techniques in Practice
Increasing and Improving Workplace Wellbeing and Health
Infant Hip Ultrasound Update Course
Infection Prevention Society London Branches Joint Conference
In-situ Simulation and Human Factors
Insulin Dose Adjustment Course
Insulin Pump Training Course
International Ophthalmic Nurses Association Conference

Introduction to CT
Introduction to Cystic Fibrosis
Introduction to Inference 1 Course
Introduction to Paediatric Cytotoxic Medication
Introduction to Paediatric Physiotherapy
Introduction to Parenteral Nutrition
Introductory Award in Education and Training
IR(ME)R Compliance in Contemporary Radiotherapy
Joint BAGP and ISGYP Meeting
Leadership Workshop - Learning Lessons from Kirkup
London Live Endoscopy course
Lymphedema: Principles and Practice (Blended Learning)
Management and QA for Clinical & Scientific Computing in Medical Physics
Management of Really Sick Patients with Anorexia Nervosa
Managing Disability at Work
Managing the Care of Children and Adults with Cystic Fibrosis On-Line Course
Master of Laws (LMM) in Medical Law and Ethics
Matwork Level 1 Course
MDT Fundamentals of Tracheostomy Care
Medical Humanities Seminar
Medical Staffing Master Class
Microscopy Course for STIs
Moorfields Ophthalmic A&E Course
MS Applied Ethics (Medical Ethics) - Research Methods
MSc Advanced Practice - Image Guided Radiotherapy Module
MSc Advanced Practice - Personalised Study Module
MSc Healthcare Education - Introduction to Healthcare Education Module
MSc Neuromusculoskeletal Physiotherapy - Research Methods Module
MSc Professional Practice - Research Skills Module
National HIV Nurses Association Conference
National Nurse Endoscopist Group 5th Annual Educational Meeting
National Training Scheme for Bone Densitometry Examination
NEBOSH General Certificate
Neuroscience: Understanding Pain and Behaviour
NHS Five Year Plan: Responding to the Prevention Challenge
Nursing Appraisal and Revalidation
Nutrition and Dietetics in Common Paediatric Disorders
NVQ Level 3 in Laboratory Support - Assessment of Portfolio
OH Legal and Professional Update
Open Audit Workshop Maternity
Open Course for Infant Feeding Leads
Orthopaedic and Trauma Nursing International Conference
Osteoporosis and Exercise Study Day
Paediatric Catheterization Workshop

Paediatric DMEG Study Day
Paediatric Epilepsy Training Course 1 (PET1)
Paediatric Palliative Care Foundation Programme
Palliative Radiotherapy Localisation Module (Distance Learning)
Patient Safety Congress
PgDip Healthcare Associated Infection Control - Health Economic Aspects Mod
PgDip Healthcare Associated Infection Control - Intro to Microbiology Module
PgDip Healthcare Associated Infection Control - Legal & Regulatory Aspects
Physical Activity & Exercise in Heart Failure; Assessment, Prescription & Delivery
Physical Activity & Exercise in the Mngt. of Cardiovascular Disease - Part II
Planning and Managing Clinical Trials
Portsmouth Advanced Endoscopy Symposium
Postgrad Cert in Cardiology - Acute Cardiology Principles & Practice Module
Postgrad Cert in Cardiology - Fundamentals of Cardiac Diagnostic Procedures
Postgrad Cert in Cardiology - Research Methods and Critical Appraisal
Postgrad Certificate in Clinical Ophthalmic Practice
Postgrad Certificate in Clinical Ophthalmic Practice - Year 2
Postgraduate Certificate in Critical Care
Preoperative Assessment Clinical Workshop
Preoperative Assessment Clinical Workshops
Pre-Operative Assessment Clinical Workshops
Preoperative Association Conference
Preparing Internat. Nurses & Midwives for Part 2 of the NMC's Test of Competence
Prince2 Foundation and Practitioner
Professional Doctorate in Biomedical Science - Year 2
Programme Management Principles
Psychological Assessment Skills Training
Pushing Perfusion
Quality Improvement for Surgical Teams (QIST) Conference
Radiation Protection and Quality Assurance
Radiation Protection Supervisors Course
Radiotherapy Breast Localisation Module
Radiotherapy Errors and Near Misses
RCN International Centenary Conference
Reading Shoulder Arthroplasty Instructional Course
Reducing Sickness Absence: Improving Health & Productivity in the Workplace
Resuscitation 2015 - The Guidelines Congress
RPA and RWA Update Meetings
Safeguarding Supervision for Supervisors
Screening Expectations
Securing Quality and Compassion in End of Life Care
SELKaM Annual Conference
Sepsis Improving Recognition and Management Conference
Serous Fluid Cytology Course

Setting Up and Running Virtual Clinics
Slit Lamp Workshop
Soft Tissue and Joint Injection Therapy
Solutions to Streamline your Endoscopy Service
Spasticity Management Course
Squint Forum
Stabilisation and Transfer of the Critically Ill Child
Starting Out in Research - an Introductory Course
Stereotactic Ablative Radiotherapy
Stump Wound Management
Targeted Treatments for Lung Cancer: demystifying the science
Telephone Triage
The A&E Radiology Survival Course for Doctors
The Advanced Chest X-Ray Study Day
The Future of Patient Safety Conference
The IBMS Quality Conference
The Low FODMAP Diet in Functional Gastrointestinal Disorders
The Low FODMAP Diet Update Course
The Multi-Disciplinary Management of an Amputee
The Red Dot Trauma Course
The Role of Therapists in Neonatal Care
The Sporting Hip and Groin
The State of the Art Meeting
Train the Trainer
Training for Child Protection Trainers Course
Trauma and Burns
UK Radiation Oncology Conference
UK Stroke Forum Conference
Update Course in Gynaecological Cytology
Update for Named and Designated Professionals - Safeguarding Children
Upper Limb Rehabilitation for the Neurological Patient
Verification of Death Workshop
Women's Health Group Masterclass
Working Safely with Radioactive Sources
Working with Brain Tumours
Working with Clients with Cognitive Communication Disorder
Wound Care: Evidence Based Practice
Writing and Presenting Business Cases in Dietetic Services
Younger People Living with Dementia
English Language course
Complaints Training
Customer Care Programme
Living our Values Course
Media Training

Consent Training
Assertiveness Course
Introduction to Outlook
Excel introduction Course
Excel Intermediate course
Excel Advanced course
PowerPoint Course
Stress Management with Mindfulness
Emergency First Aid at Work
Reporting Writing
Courageous Conversations
Professional Telephone Skills
Email Etiquette
Root Cause Analysis
Level 2 Food Safety Training for Occupational Therapists
Recovery Care of Children
Growth Assessment programme (GAP) for Midwives and Sonographers
SMART Mental Health Awareness Workshop
Managing Cancer in your Workplace Workshop
Groups Skills Course for Paediatric Dietitians and Paediatric Clinical Nurse Specialists

9. Please find below the Trust budget and actual spend for the years specified.

	Budget	Actual
13/14	£275,521.00	£272,085.23
14/15	£262,085.12	£262,085.12
15/16	£289,091.03	£289,091.03
16/17	£278,964.30	£278,964.30