

Ref: FOI/GS/ID 6273

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone, Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

04 November 2020

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 HR outsourcing.

You asked:

1. *MANAGED IN-HOUSE*
2. *OUTSOURCED*
3. *IF OUTSOURCED, TO WHICH COMPANY/SUPPLIER?*
4. *IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2018/2019*
5. *IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2019/2020?*
6. *IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2020/2021?*

Core HR

Workforce benefits team

HR Leadership and Business Partners

HR policy governance & development

Absence management

Employee relations

Workforce planning

Job evaluation

Personnel file management

Registration maintenance

Occupational Health & Wellbeing

Recruitment

Temporary Staffing

Medical Staffing

Workforce Information & Analytics

Maintenance & reporting of information from ESR

Set up and maintain all position data and associated ledger code/assignment of AfC/Medical & Dental terms and conditions.

Maintenance of workforce information databases

Processing, analysing and reporting workforce data

Education

Needs analysis

Course catalogue development

Learning management system

Knowledge management

Course commissioning/delivery

e-learning material development

Assessments

Statutory mandatory training

General training

Nurse & medical education & induction

Organisational

Staff survey

Performance management

Organisational change

Equality & diversity

Leadership & team development

Rostering

HR specific systems

Systems (including licences, purchase and annual support and maintenance) to deliver the HR function (e.g. remote access tools, TRAC recruitment)

Designated software support staff associated with these systems

Expenses reimbursement

Expenses processing

Expenses Software

Production of P11D forms

Trust response:

Please see the following table.

FUNCTIONS	SUB FUNCTIONS	PLEASE MARK 1 COLUMN PER ROW		IF OUTSOURCED, TO WHICH COMPANY/SUPPLIER?	IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2018/2019	IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2019/2020?	IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2020/2021?
		MANAGED IN-HOUSE	OUTSOURCED				
Core HR	Workforce benefits team	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	HR Leadership and Business Partners	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	HR policy governance & development	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Absence management	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Employee relations	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Workforce planning	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Job evaluation	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Personnel file management	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Registration maintenance	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Occupational Health & Wellbeing		Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Recruitment		Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Temporary Staffing		Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Medical Staffing		Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Workforce Information & Analytics	Maintenance & reporting of information from ESR	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Set up and maintain all position data and associated ledger code/assignment of AfC/Medical & Dental terms and conditions.	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Maintenance of workforce information databases	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Processing, analysing and reporting workforce data	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

Education	Needs analysis	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Course catalogue development	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Learning management system	Not applicable	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Knowledge management	Y					
	Course commissioning/delivery	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	e-learning material development	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Assessments	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Statutory mandatory training	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	General training	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Nurse & medical education & induction	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Organisational	Staff survey	Not applicable	Y	Quality Health	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Performance management	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Organisational change	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Equality & diversity	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Leadership & team development	Y	Y	Various	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
Rostering		Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
HR specific systems	Systems (including licences, purchase and annual support and maintenance) to deliver the HR function (e.g. remote access tools, TRAC recruitment)	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Designated software support staff associated with these systems	Y	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Expenses reimbursement	Expenses processing	Not applicable	Y	NHS SBS Payroll Services	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
	Expenses Software	Not applicable	Y	NHS SBS Payroll Services	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data

	Production of P11D forms	Not applicable	Y	NHS SBS Payroll Services	Commercially sensitive data	Commercially sensitive data	Commercially sensitive data
--	--------------------------	----------------	---	--------------------------	-----------------------------	-----------------------------	-----------------------------

Commercially sensitive data:

The Trust is applying Section 43(2) FOIA which provides an exemption from disclosure of information which would or would be likely to, prejudice the commercial interests of any person (including the public authority holding it). This is a qualified exemption, and is therefore subject to the public interest test.

The Trust believes that the information requested contains details which would be likely to damage the companies ability to win new business opportunities for their services and to perform them within a commercially competitive market.

The Trust has concluded that the public interest in maintaining the exemption, and therefore protecting the commercial interests of the suppliers and preserving its ability to compete fairly in a commercial market, outweighs the public interest in disclosure in this case.

Supplier Transactions

All NHS bodies are required to publish details of individual invoices and transactions that are over £25,000. This is in response to guidance from HM Treasury which sets out the scope of the data. Details can be found on our website using the following link: www.mtw.nhs.uk/about-us/our-quality-story/finance/

