

Ref: FOI/GS/ID 8376

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

11 August 2023

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 the Learning and Development (L&D) Department.

You asked:

1. Request Details:

- a. Please provide information on the Learning and Development (L&D) budgets within your NHS Trust, specifically focusing on the allocation of funds to different departments.*
- b. I kindly request details regarding the L&D budget accessible to middle managers, including the process or criteria for their eligibility.*
- c. Additionally, I am interested in understanding how your Trust determines which L&D programs or initiatives to invest in.*
- d. Information on central training budget allocation broken down by workforce, e.g., medical, nursing, allied health professional, admin, and management.*

2. Timeframe:

- Please provide information covering the most recent financial year or the period for which the data is readily available. If possible, specify the dates or financial year that the information encompasses.*

3. Preferred Format:

- Please provide the requested information in electronic format, preferably via email. If this is not feasible, please let me know the available alternatives for accessing the information.*

4. Contact Details for Head of Learning & Development and Chief operation officer:

- Please provide the name and contact details (email and mobile phone number) of the Head of Learning and Development, and the Chief Operating Officers (or an equivalent position).*

5. Organisational structure chart:

- *Please can you also supply an organisational structure chart of the trust, with names and job titles clearly displayed, and the hierarchal structure clearly laid out.*

Trust response:

1.

a. CPD funding is held centrally and is allocated either collectively or individually based on the outcome of the annual learning needs analysis and individual funding applications approved by Divisional Development and Talent Management panels held each month.

Placement support funding is allocated to Departments that support student placements pro rata to the number of students they support.

Various additional funding opportunities made available from NHS England to support the development and upskilling of the workforce as announced by NHS England throughout the year.

b. Middle managers have the same access as all staff provided they meet the criteria as set out in the funding applications which are approved by the Divisional Development and Talent Management Panels for external development opportunities as agreed in their annual personal development plan. Funding is also allocated through the annual Learning needs analysis to deliver in-house middle management development courses as part of our leadership development suite.

c. Annual learning needs analysis which collates data via a number of sources: National and ICB directives, Divisional/Service feedback, Workforce planning data, Professional Education Leads feedback, individual appraisal development responses and evaluation of previously run courses.

d.

Add Prof Scientific and Technic - 3.60%

Additional Clinical Services - 4.73%

Administrative and Clerical - 2.70%

Allied Health Professionals - 30.86%

Estates and Ancillary - 0.45%

Healthcare Scientists - 10.59%

Nursing and Midwifery Registered - 47.07%

4. & 5.

Maidstone & Tunbridge Wells NHS Trust receives a number of requests for details relating to the professional lives of our staff from private individuals and organisations, some of whom are involved in recruitment and marketing. On very rare occasions it might be considered in the public interest to disclose some information but in such cases the views of the individual staff concerned is always sought.

Information relating to staff that is not currently publicly available on our website will not be released under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees.

The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

The Trust Executive structure chart is available on the Trust website www.mtw.nhs.uk and details of our Clinically Led Organisation can be found on the trust website using the following link: <https://www.mtw.nhs.uk/wp-content/uploads/2022/10/Clinically-Led-Brochure-101022.pdf>
Alternatively, from our website home page, click the About Us Tab, then the Clinically-led Organisation tab where you will find all the information.