



Ref: FOIA Reference 2019/20-545

Date: 13th January 2020

Email foi@uhn.nhs.uk

Dear

I am writing in response to your email dated 18th December 2019 requesting information under the Freedom of Information Act (2000) regarding pay and increments.

I can neither confirm nor deny whether the information you have requested is held by the Trust in its entirety. This is because the information requested in question 4 is not held centrally, but may be recorded in individual personnel records. In order to confirm whether this information is held we would therefore have to individually access all individual personnel records within the Trust and extract the information where it is present. We therefore estimate that complying with your request is exempt under section 12 of the FOI Act: *cost of compliance is excessive*. The section 12 exemption applies when it is estimated a request will take in excess of 18 hours to complete. We estimate that accessing and reviewing all individual personnel records and then extracting relevant information would take longer than the 18 hours allowed for.

In addition to the section 12 exemption the Trust is also applying section 14 (1) exemption: *oppressive burden on the authority*

Under section 16 of the FOI Act we are required to provide requestors with advice and assistance where possible. We would therefore like to advise you that if your request is shortened to just the questions that we are able to comply within the 18 hour time frame. In order to avoid delay to your response we have provided this below

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 What AFC pay grade (8A, 8B, 8C, 8D or 9) do you pay your Deputies (Deputy is defined as the person or persons who report directly into an Executive Director) in the following areas:

a. Human Resources

b. Procurement

c. IM &T

d. How many Deputies (Direct reports) does each Executive have in each area?

A1 Please see below

a) Human Resources	8c 8b	1 4	Deputy Director Head of Service (report into Director)
b) Procurement	9	4	Director of Procurement. (Please note the director of Procurement)

			runs a Shared Service Model that covers a number of organisations and not just UHNM, including, for example, The Royal Wolverhampton Trust (RWT) and North Staffs Combined Healthcare Trust (NSCHT).
c) IM&T	8d	1	Deputy Director

Q2 How many heads would each person be responsible for?

A2 Please see below

	Deputy Director	Head of Service	Head of Service	Head of Service	Head of Service
a) Human Resources *Note: • Headcount data is based on staff in post at 30 November 2019 • Headcount does not include the Deputy/Head of Service	28	12	22	4	3
b) Procurement Headcount does not include the Director or Procurement, or 4 direct reports.	Whole Department 113	Deputy 1 = 28	Deputy 2 = 78	Direct Report 1 = 1	Direct Report 2 = 1
c) IM&T	2 direct line management Whole department 158.56 WTE	Head 1 = 7 direct management 128.56 WTE	Head 2 = 2 direct management 25.93		

Q3 How many departments / sub departments would they be responsible for?

A3 Please see below: note; - The Supplies and Procurement Team are based over 4 main Hospital Sites (Royal Stoke – UHNM), County Hospital (UHNM), Cannock Hospital (RWT) and New Cross Hospital (RWT)

	Deputy Director	Head of Service	Head of Service	Head of Service	Head of Service
a) Human Resources *Note: The number of departments / sub departments is based on lowest Organisational Level in ESR	1	1	1	1	1
b) Procurement		Deputy Director 1 = 2	Deputy Director 2 = 4	Direct Report 1 = 1	Direct Report 1 = 1
c) IM&T		Head 1 11 teams	Head 2 2 teams		

- Q4 Do you still use additional responsibility increments for any staff in the Trust?**
a. How many staff still receives one or more additional responsibility increments?
b. What is the main reason for the additional increments?

A4 Section 12 and 14 exemptions as detailed above. However for IM&T no staff receive additional responsibility increments (points a) and b))

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



University Hospitals
of North Midlands
NHS Trust

Jean Lehnert
Information Governance Manager

