



South East Coast Ambulance Service NHS  
Foundation Trust  
Nexus House  
Gatwick Road  
Crawley  
RH10 9BG

Date 5<sup>th</sup> June 2018

Email:

Email:foi@secamb.nhs.uk

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/18/04/20.

You requested the following information, please also see our response below:

**1. Please provide the following information for the people responsible for the following HR functions**

**a) Overall HR – Name, Job Title, Email address** Ed Griffin, Director of HR and OD  
[ed.griffin@secamb.nhs.uk](mailto:ed.griffin@secamb.nhs.uk)

**b) HR / Workforce Planning – Name, Job Title, Email address** Sally Spencer Workforce Information & Planning Manager, [WorkforceInformationRequests@secamb.nhs.uk](mailto:WorkforceInformationRequests@secamb.nhs.uk)

**2. For the following financial years (2015/16 & 2016/17), please provide the following information**

**a. What is the organisations total gross pay costs (all expenditure on staff)**

Please see table below:

| Year    | Gross Pay Costs |
|---------|-----------------|
| 2016/17 | £137,027,000.00 |
| 2015/16 | £134,892,000.00 |

**b. What is the organisations total pay costs on your permanent workforce (staff that hold permanent contracts only)**

Please see table below:

| Year    | Gross Pay Costs |
|---------|-----------------|
| 2016/17 | £130,382,000.00 |
| 2015/16 | £128,087,000.00 |

**c. 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 / contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors)**

Please see table below:

| Year    | Gross Pay Costs |
|---------|-----------------|
| 2016/17 | £6,346,000.00   |
| 2015/16 | £6,411,000.00   |

**3. For the following financial years, please provide the following information, providing the figures as the number of employees & full time equivalents (FTE)**

**How many permanent workers did the organisation employ:**

- a. Number of Employees**
- b. Full Time Equivalent (FTE)**

Please see table below:

| Year    | FTE     | Headcount |
|---------|---------|-----------|
| 2016/17 | 3147.64 | 3466      |
| 2015/16 | 3239.25 | 3487      |

**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) :**

- c. Number of Employees**
- d. Full Time Equivalent (FTE)**

Please see table below:

| Year    | FTE    | Headcount |
|---------|--------|-----------|
| 2016/17 | 132.77 | 169       |
| 2015/16 | 107.25 | 149       |

**4. Please list the software the organisation uses for the following HR functions**

- 4a. HR – Actus**
- 4b. Payroll – N/A as outsourced**  
(if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)
- 4c. Recruitment – NHS Jobs**
- 4d. HR/Workforce Analytics – ESR**
- 4e. Other employee/HR related systems for tracking or planning – ER Tracker**

**5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday – N/A We do not have or use an ERP Solution**

**6. Does the organisation have a HR data warehouse? No**

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Information Governance Manager via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust