



On behalf of:  
**NHS Coastal West Sussex Clinical Commissioning Group**

[www.coastalwestsussexccg.nhs.uk](http://www.coastalwestsussexccg.nhs.uk)

NHS Coastal West Sussex Clinical Commissioning Group's (CCG) Freedom Of Information response to request 2978, received on 18 December 2020 for information relating to **Human Resources - processing of organisation staff**, is:

**1. How many joiners, movers, and leavers do you process per year?**

*Between 01 January 2019 and 31 December 2019 we processed the following:*

*Joiners - 56*

*Movers – 0*

*Leavers – 58*

**2. How many staff/whole time equivalents manage this process?**

*South Central and West Commissioning Support Unit (SCW CSU) provide HR Services to NHS Coastal West Sussex CCG. The SCW CSU Recruitment and Pay Team deal with the processing of recruitment, new starters, termination and change. The Recruitment and Pay Team is comprised of approx 10 FTE*

**3. Do you have an automated system to manage ESR?**

*We have a Systems & Information Team that are responsible for the management of the ESR database – there is no automated system.*

**4. Do you use a single sign on solution across the organisation to manage the accounts?**

*No, there are a number of systems the NHS provide that are different – ESR tends to cover most of the people management requirements*

***If so, which solution do you have?***

*n/a*

**5. How many people are in your organisation's data quality team?**

*South Central and West Commissioning Support Unit (SCW CSU) provide HR Services to NHS Coastal West Sussex CCG. There are five people in the SCW CSU HR Workforce Data Quality Team.*

**This information is correct as of 17 January 2020.**

If you would like this information in an alternative format, for example large print or easy read or if you use British Sign Language, please let us know by using the email address or phone number below.



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## **Further contact**

Any enquiries regarding this document/publication or if you are dissatisfied with this response or the way in which your request was handled please contact us at:

FOI Team  
NHS Coastal West Sussex CCG  
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Goring by Sea  
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or by email to: [cwsccg.cws-FOI@nhs.net](mailto:cwsccg.cws-FOI@nhs.net) giving your reasons.

If you are still dissatisfied with the outcome, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner's Office cannot usually make a decision unless you have already exhausted the CCG's internal review procedure. The Information Commissioner can be contacted at:

FOI Complaints Resolution  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Further information about the Freedom of Information Act can be found on the Information Commissioner's website: <http://www.ico.org.uk>.