

Freedom of Information
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Date: 19th December 2019
Ref: 693-FOI

Dear Clive,

Freedom of information request- HR Processing of organisation staff

Thank you for your enquiry. I am writing in response to your recent freedom of information request. For ease of reference, your request is set out below in bold and our response is in italics under each component of your request.

Please could you provide the following information:

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

We process approx 500 Joiners, approx. 450 Leavers and approx 1350 Pay amendments per year

How many staff/whole time equivalents manage this process?

Joiners managed by 5wte. Leavers and Pay amendments 2wte

Do you have an automated system to manage ESR?

No

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

Yes, but not to manage ESR accounts.

If so, which solution do you have?

Single sign on application is Imprivata onesign

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

2 WTE in ESR Data quality team

I trust that this response satisfies your request. However if you are not satisfied and need to correspond further regarding this request, you may appeal by setting out your concerns in writing for the attention of myself and the Information Governance Manager. Please ensure that the reference number that appears in the subject line above is quoted to make it easier for the team to deal with further correspondence. In the event that you remain dissatisfied with the outcome of any appeal, you have the right to appeal to the Information Commissioner's Office (ICO), although they will expect you to exhaust the Trust internal complaints policy before they will consider a case. For further details see www.ico.gov.uk

Yours sincerely

PP. *Florence Nakkozi*

David Lee
Trust Secretary

Acting Chief Executive, Vanessa Ford

Chair, Ann Beasley



Respectful



Open



Collaborative



Compassionate



Consistent