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Addysg a Gwellu Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

Our Ref: DLIB/FOI/12/05/20

Date: 26 May 2020

Health Education and Improvement Wales
Ty Dysgu
Cefn Coed
Nantgarw
CF15 7QQ

03300 585 005

HEIW.FOI@wales.nhs.uk

Ms Tabitha Davis

request-664346-637df944@whatdotheyknow.com

Dear Ms Davis

Thank you for your request for information under the Freedom of Information Act, received on 12 May 2020, reference number FOI/12/05/20. I can confirm that Health Education and Improvement Wales (HEIW) has completed a search of its records and has established that it does hold information falling within the confines of your request. Please find below the response to your request.

I am looking to find out information relating to recruitment specifically in your Accounts and HR teams.

The information I require is detailed below:

- **How many members of staff are in your Accounts / Finance team?**

There are currently 16 staff within finance (excluding the Director of Finance). The budgeted Full Time Equivalent (FTE) is 18.

- **Can you provide an organisational chart for this team?**

The Finance Team Organisation Chart is enclosed.

- **How many members of staff are in your HR & Recruitment team?**

There are 9 staff however, it should be noted that HEIW does not have anyone in the People Team dedicated to just recruitment as it is a broad HR function. Many line managers undertake their own recruitment, which is facilitated by the HR system TRAC and supported by the NHS Wales Shared Services Partnership (NWSSP) Recruitment Team.

- **Can you provide an organisational chart for this team?**

The People Team Organisation Chart is enclosed.

- **What was your agency spend in 2018 and do you have a predicted spend in 2019? If you could be specific to the Accounts and HR teams that would be preferable.**

The costs of agency staff within the Finance and People Teams is detailed in the table below:

Team	2018 Spend (£'000)	2019 Spend (£'000)
Finance	63	154
HR (People Team)	0	38

- **What recruitment framework are you part of and what agencies do you use?**

HEIW recruits all agency staff using the Crown Commercial Framework – RM6160 Non Clinical Temporary and Fixed Term Staff, which limits HEIW to using agencies that have been awarded this framework. HEIW has in the past used staff from the following;

- Blue Arrow
- Brook Street
- Hays
- Now Careers
- Randstad
- Reed

I hope that you find this information useful. If you are not satisfied that all of the information you have requested has been provided, or because of the way your request has been handled, you have the right to request a review. This would be looked into in accordance with the Information Commissioner's Office (ICO) guidelines, which state that a request for review should be received within two months of you receiving HEIW's response to your request for information. The ICO also recommends that public authorities carry out internal reviews within 20 working days. Please contact Dr Chris Jones CBE, Chairman, Health Education and Improvement Wales, Tŷ Dysgu, Cefn Coed, Nantgarw, CF15 7QQ, email: Chris.D.V.Jones2@wales.nhs.uk in the first instance if you wish to request a review.

If you are still dissatisfied at the end of the review, you have the right to take your complaint directly to the Information Commissioner, who can be contacted at the following address:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400
Fax: 029 2067 8399
Email: wales@ico.gsi.gov.uk

In the meantime, if you have any other queries please do not hesitate to contact Kay Barrow, Corporate Governance Manager, Tŷ Dysgu, Cefn Coed, Nantgarw, CF15 7QQ, email: HEIW.FOI@wales.nhs.uk

Yours sincerely



Dafydd Bebb
Ysgrifennydd y Bwrdd/Board Secretary

Enclosures