

Staffordshire CCGs' Headquarters  
 First Floor  
 Staffordshire Place 2  
 Stafford  
 ST16 2LP

2 January 2020

Dear

**Re: Request for information under the Freedom of Information Act 2000**  
**Ref no: CAS-04983-S7M0F7-NS**

Thank you for your correspondence dated 18 December 2019 making a request under the Freedom of Information Act 2000 for information which may be held by NHS North Staffordshire CCG.

**On 1 July 2019 all 6 Staffordshire CCGs merged to one payroll and the information response is based on a combined figure.**

**You requested the following information and our response is detailed below:**

<b>How many joiners, movers, and leavers do you process per year?</b>	<b>400</b>
<b>- of which number of Joiners Forms</b>	<b>48*</b>
<b>- of which number of Movers Forms</b>	<b>296**</b>
<b>- of which number of Leavers Forms</b>	<b>56***</b>
<b>How many staff/whole time equivalents manage this process?</b>	<b>0.45</b>
<b>Do you have an automated system to manage ESR?</b>	<b>No</b>
<b>Do you use a single sign on solution across the organisation to manage the accounts?</b>	<b>No</b>
<b>If so, which solution do you have?</b>	<b>Not Applicable</b>
<b>How many people are in your organisation's data quality team?</b>	<b>None</b>

\* The time period covered is the calendar year 2019 i.e. all forms processed in the 12 payroll runs January 2019 to December 2019 and also includes posts hosted for the STP

\*\* This figure includes all change forms submitted (which may include change of role, address etc)

\*\*\*This figure includes internal changes, and does not reflect turnover overall

## Right of appeal

Should you require any further information or clarification regarding this response, or do not feel that your request has been answered as you would expect, please contact the FOI team to discuss. However, if you remain dissatisfied with the service you have received in relation to your request and wish to request a review of our decision, this can be formally requested in writing and must be within a reasonable period of time (two calendar months) from the date this response was issued

Initially you should write to the freedom of information officer, either by email on [MLCSU.FOITeam@nhs.net](mailto:MLCSU.FOITeam@nhs.net) or post to Jubilee House, Lancashire Business Park, Leyland, PR26 6TR, specifying why you feel you have been wrongly denied access to the information requested. The freedom of information team will make sure your request is investigated by an independent reviewer who was not involved in the original consideration of your request and a written response will be provided within 20 working days.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioners Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS North Staffordshire CCG. The ICO can be contacted at:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
[www.ico.gov.uk](http://www.ico.gov.uk)

## Copyright and the Re-use of Public Sector Information Regulations

Most of the information that we provide in response to Freedom of Information Act 2000 requests will be subject to copyright protection. In most cases the copyright will be owned by NHS North Staffordshire CCG. The copyright in other information may be owned by another person or organisation, as indicated in the information itself.

You are free to use any information supplied for your own use, including for non-commercial research purposes. The information may also be used for the purposes of news reporting. However, any other type of re-use, for example, by publishing the information or issuing copies to the public will require the permission of the copyright owner. For information where the copyright is owned by NHS North Staffordshire CCG please submit a request in writing stating:

- Name and address of applicant requiring permission for re-use of the information.
- Full details of the document/information required for re-use sufficient for NHS North Staffordshire CCG to identify it.
- The purpose for which the document/information is to be re-used.

For information where the copyright is owned by another person or organisation, you must apply to the copyright owner to obtain their permission. However, if you require more information on copyright please see the ICO guidance which can be accessed via the following link: <https://ico.org.uk/media/for-organisations/documents/1151/datasets-foi-guidance.pdf>

Yours sincerely

Cannock Chase Clinical Commissioning Group  
East Staffordshire Clinical Commissioning Group  
North Staffordshire Clinical Commissioning Group  
South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group  
Stafford and Surrounds Clinical Commissioning Group  
Stoke-on-Trent Clinical Commissioning Group



A handwritten signature in black ink that reads 'Sally Young'.

**Sally Young**

**Director of Corporate Services, Governance and Communications**

NHS Cannock Chase CCG  
NHS East Staffordshire CCG  
NHS North Staffordshire CCG  
NHS South East Staffordshire and Seisdon Peninsula CCG  
NHS Stafford and Surrounds CCG  
NHS Stoke-on-Trent CCG