

Request 8218 – HR

Please would you be able to share the following:

- A copy of your induction / welcome book that you give to staff
- A copy of your employee handbook.
- Can you provide a breakdown of what training you offer to staff?
- What training are you planning on providing to staff in the next 12 months?
- What e-learning system do you use?
- Please can you provide a copy of your HR strategy?
- Please can you provide a copy of your workforce development plan?
- Please can you provide a structure chart of your service or a breakdown of staff in the HR, L&D, payroll team by FTE and salary bands?
- Do you use a staff benefits platform? if so what is the annual spend on this?
- What is the total FTE of your organisation?

Response

- A copy of your induction / welcome book that you give to staff
Information attached
- A copy of your employee handbook
We do not have employee handbook
- What e-learning system do you use?
[My Learning Ltd](#)
- What is the total FTE of your organisation?
573
- Can you provide a breakdown of what training you offer to staff/What training are you planning on providing to staff in the next 12 months
Spreadsheet of training attached
- Please can you provide a copy of your HR strategy?
HR/OD strategy attached. This is due to be updated.

- Please can you provide a copy of your workforce development plan?
We don't have a separate Workforce development plan at the moment
- Do you use a staff benefits platform?
Viv up
- If so what is the annual spend on this?
No cost involved

HR Team Structure

1 X Head of HR Full Time
£64210 - £75619

2 x HR Business Partners 2 X 30 hours per week
£41394 - £47914

4 HR Advisors 2 x FT 1 x 24 1 x 28 hours per week
£29987 - £34875

1 HR Coordinator 1 x 21 hours per week
£25099 - £29097

1 HR Administrator 1 x FT
£21836 - £25099

1 Recruitment Coordinator 1 x FT
£25099 - £29097

(Attachments available on request)