

28 January 2020

Information Rights & Compliance Team  
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Our Ref: FOI/03540

Thank you for your request concerning processing staff data.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

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

On average we have about 550 starters and 490 leavers a year.

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

Various teams are responsible for this. The recruitment team process starters and payroll process leavers and changes.

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

No.

**4. Do you use a single sign on solution across the organisation to manage the accounts? If so, which solution do you have?**

No.

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

Data inputted on ESR are spread across various teams (i.e. recruitment and payroll) there isn't a specific team responsible for data entry. The workforce team (of 2) are ESR system administrators.

Should you require further clarification, please do not hesitate to contact me.



Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith**  
**Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

