



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department
Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI/2023/9082

Date Received: 25/07/2023

Response Due: 22/08/2023

Date: 21/08/2023

Dear Sir/Madam

You asked:

I am writing to submit a formal request under the Freedom of Information Act 2000 to obtain specific information regarding the Learning and Development (L&D) budgets within your NHS Trust. As an advocate for transparency and accountability in public institutions, I am keen to understand the allocation of L&D budgets to different departments, particularly the availability of L&D resources for middle managers (band 7 –band 8b).

I believe that the information I am requesting is in the public interest, as it contributes to understanding the allocation and utilization of resources within the NHS Trusts. The transparency in these matters ensures accountability and facilitates informed discussions on L&D strategies and their impact on healthcare delivery.

To assist you in processing my request effectively, I have outlined the details below:

1. Request Details:

- Please provide information on the Learning and Development (L&D) budgets within your NHS Trust, specifically focusing on the allocation of funds to different departments.**

We have one central learning budget that services clinical (non-registered staff) and non-clinical teams. Each division across the organisation has a small proportion of their divisional budget allocated for training expenses and CPD but we have one devolved budget for all learning and development requests which serves the largest proportion of L&D requests. Registered clinical staff have access to a CPD budget provided by Health Education England that supports their Continued Professional Development required for their roles.

A Learning Needs Assessment is carried out annually across the trust with each department submitting their learning and development requests which are categorise and prioritised. The process is detailed below:

Learning Needs Analysis Process

Phase 1 – Gathering the Data

- Mandatory Training & WWL Role Specific (Essential Learning)
- Clinical & Non-clinical learning requirements
- Leadership Development & Organisational Design/Culture
- Healthcare Science establishment numbers

Phase 2 – Review of the Learning Requests

- Categorise and prioritise the requested learning
 - Role Specific (Essential Learning)
 - CPD
 - Learning which is required to meet Strategic priorities.
- Ensuring there is a balance of clinical/technical skills development for qualified/unqualified and Leadership development
- Recommend funding stream to meet costs.

Phase 3 – Senior Leader Scrutiny & Applying the Budget Criteria

Provide a senior level of scrutiny & apply budget criteria to ensure consistency in approach including:

- Maximising the spend of the Health Education England CPD monies where appropriate
 - Resuscitation Training allocated as mandatory learning
 - ALL qualifications funded via the apprenticeship levy in the first instance.
 - Final Agreement reached by senior leadership teams on which funding stream to use and learning requests approved
- **I kindly request details regarding the L&D budget accessible to middle managers, including the process or criteria for their eligibility.**

The central learning budget is accessible to all staff, irrespective of their role within the organisation. Any requests for learning from middle managers would be captured as part of the LNA process as explained above

- **Additionally, I am interested in understanding how your Trust determines which L&D programs or initiatives to invest in**

Insight about what programmes are invested in comes via a variety of methods:

- Engagement survey feedback – what our staff are telling us is important to them relating to their career progression and learning and development opportunities
 - Staff appraisals which feed in to the LNA process
 - LNA process to gather insights across the trust about staff learning needs
- **Information on central training budget allocation broken down by workforce, e.g., medical, nursing, allied health professional, admin, and management.**

One central training budget of £150k that clinical and non-clinical staff can access. Details of how this budget was spent can be found in the attached spreadsheet.

2. **Timeframe:** Please provide information covering the most recent financial year or the period for which the data is readily available. If possible, specify the dates or financial year that the information encompasses.
3. **Preferred Format:** Please provide the requested information in electronic format, preferably via email. If this is not feasible, please let me know the available alternatives for accessing the information.
4. **Contact Details for Head of Learning & Development and Chief operation officer:**
 - Please provide the name and contact details (email and mobile phone number) of the Head of Learning and Development, and the Chief Operating Officers (or an equivalent position).
 - Jenny Heaton – L&D Manager (Jenny.heaton@wwl.nhs.uk)
 - Angelique Hartwig – Head of Staff Experience (Angelique.hartwig@wwl.nhs.uk)
 - Rachel Gleave – Associate Director of Staff Experience & Wellbeing (Rachel.gleave@wwl.nhs.uk)
5. **Organisational structure chart:**
 - Please can you also supply an organisational structure chart of the trust, with names and job titles clearly displayed, and the hierarchal structure clearly laid out.

We do not hold a structured chart of the trust

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Juliette Tait
Chief People Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111