

Information Governance

White Building
Littlemore Mental Health Centre
Sandford Road
Littlemore
Oxford
OX4 4XN

Tel: 0845 219 1269
Fax: 0845 219 1275
Web: www.oxfordhealth.nhs.uk

23 May 2018
Reference no. 18190044

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 26 April making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request

- An organisation chart for Human Resources showing reporting lines, job titles, pay band, headcount and FTEs per post. (If Payroll is based outside the Human Resources department, for example within the Finance department, please show this team's structure as a dotted line into the most senior Human Resources post.)
- For each post on the organisation chart, the most recent version of the job description/person specification (JD/PS) available. If there is no JD/PS available or the job title on the JD/PS doesn't match the organisation chart, please state this.

Please can you also supply your current organisation-wide headcount and FTE.

Response:

Please find the structure charts attached to the accompanying email.

With respect to job descriptions the Trust utilise the job profiles from NHS Employers, accessible via the link below:

<http://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/HR.pdf?la=en&hash=C73D567F6B8F27F57E9FA10FB518F882B670527E>

Organisation wide head count and FTE is published by the Trust in the Annual Report, accessible via the following URL:

https://www.oxfordhealth.nhs.uk/wp-content/uploads/2017/04/Annual_Report_and_accounts_version34smaller.pdf

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 me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance