

<b>Reference:</b>	FOI.15216.24
<b>Subject:</b>	Soft Facilities Management (FM)
<b>Date of Request:</b>	5 September 2024

**Requested:**

1. Please provide the Soft FM management structure for each acute hospital site and the pay banding for each role including number of supervisors
2. Number of head porters in each acute hospital site and the pay banding
3. Number of porter supervisors in each acute hospital site and the pay banding
4. Number of FTE porters employed on each acute hospital site
5. Number of temporary portering staff employed on full time contracts after fixed term contracts ended in each acute hospital site
6. Number of temporary porter supervisors employed on full time contracts after fixed term contracts ended in each acute hospital site
7. Number of porters employed in each acute hospital site above the established compliment and budget
8. Budget for porters in each acute hospital site and current budget if under or over budget.

**Clarified**

For questions 5 and 6, the number of portering staff and porter supervisors that were employed on a Fixed Term/Temporary contract that have resulted in a permanent position from 2020.

**Response:**

Hywel Dda University Health Board (UHB) is unable to provide you with some of the requested information, as there is a potential risk of identifying individuals if this was disclosed. The UHB is therefore withholding the following details under Section 40(2) of the FoIA:

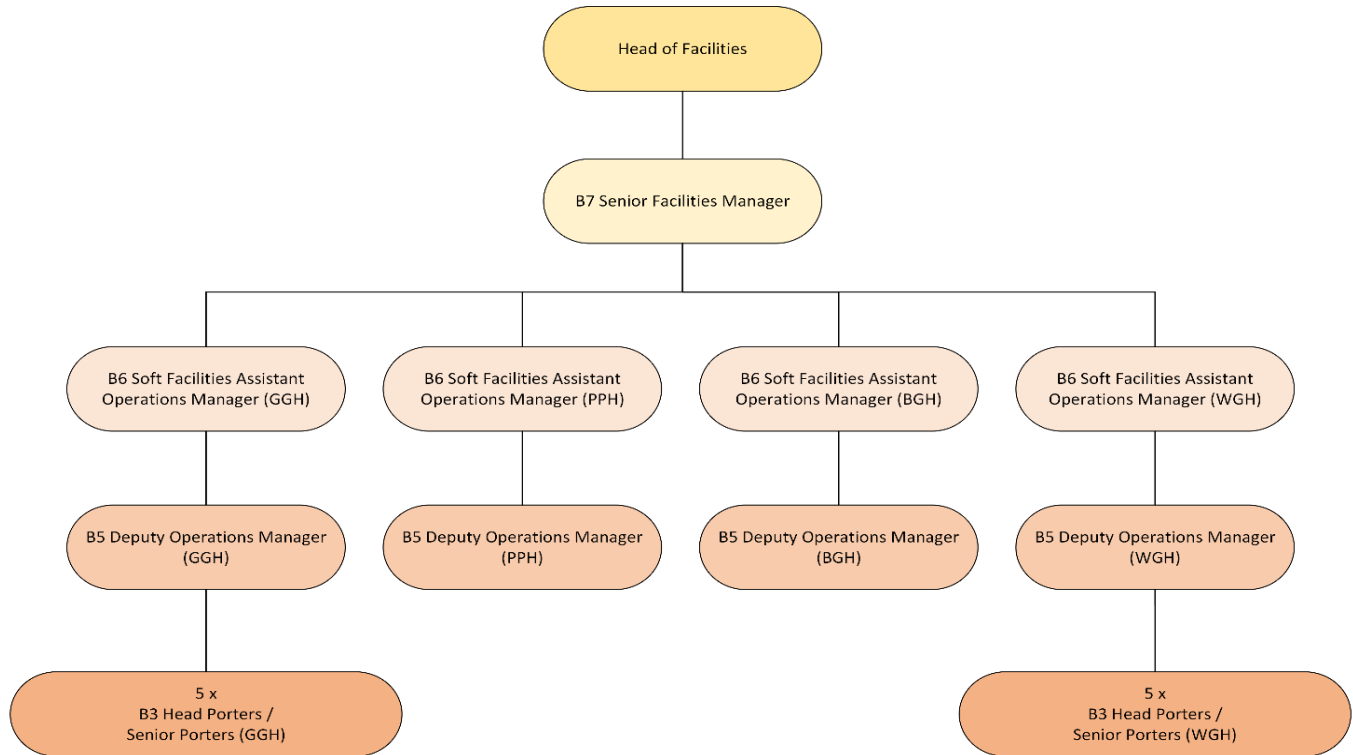
- The information requested (number of supervisors) for question 1 due to the low number of cases (5 and under)
- Where the figures in the table for questions 2 and 3 have been replaced with an asterisk (\*), due to the low numbers of people this may represent (WTE of 3.00 or less)

This information is protected by the Data Protection Act 2018 (DPA)/UK General Data Protection Regulations, as its disclosure would constitute unfair and unlawful processing and would be contrary to the principles and articles of the UK GDPR. This exemption is absolute and therefore, there is no requirement to apply the public interest test.

In reaching this decision, the DPA and UK GDPR define personal data as data that relates to a living individual who can be identified solely from that data or from that data and other information, which is in the possession of the data controller.

1. The UHB provides overleaf the current Soft FM management structure for each of its four (4) acute hospitals, by job title and Agenda for Change (A4C) pay band.

Please note: - the Band 5 and 6 managers have multiple teams within their structure and not only Soft FM.



Key: BGH – Bronglais General Hospital; GGH- Glangwili General Hospital; PPH – Prince Philip Hospital; WGH – Wthybush General Hospital

2. & 3. The UHB does not have job titles that match your request exactly. However, the UHB provides within the table below, the Whole Time Equivalent (WTE) for the job titles that may fulfil your request, by A4C pay band, as recorded on the UHB’s Electronic Staff Record (ESR) system, as at 31 August 2024.

A4C pay band	Job title	WTE
Band 2	Hotel Facilities Information / Portering Co-ordinator	*
Band 3	Portering Team Leader	*
	Soft Facilities Management Supervisor (Senior Porter)	*
	Hotel Facilities Senior Porter	5
<b>Total</b>		<b>9.00</b>

4. The UHB provides within the table below, the WTE of porters employed, by acute hospital, as recorded via the UHB’s Staff in Post records on the ESR system, as at 11 September 2024.

Hospital	WTE
BGH	40.24
GGH	26.48
PPH	18.10
WGH	15.89

5. & 6. The UHB confirms that no portering staff or porter supervisors that were employed on a Fixed Term/Temporary contract resulted in a permanent position, during the 2020 to 2023 calendar years and the period 1 January to 31 August 2024.
7. The UHB provides within the table below, the WTE budgeted, occupied and vacant establishments for all portering staff across its four (4) acute hospitals, by A4C pay band, as recorded on the UHB's Establishment Control tool, as at 31 August 2024.

<b>A4C pay band</b>	<b>Budgeted WTE</b>	<b>Occupied WTE</b>	<b>Vacant WTE</b>
Band 2	134.3	122.7	11.6
Band 3	9	10	-1
Band 5	1	0	1
<b>Total</b>	<b>144.3</b>	<b>132.7</b>	<b>11.6</b>

8. The UHB does not hold the information exactly as requested, as the budgets are not allocated by hospital. Therefore, the UHB provides within the table below, the annual budget and current financial position, for its portering staff, by A4C pay band, as recorded on the UHB's Establishment Control tool, as at 31 August 2024.

<b>A4C pay band</b>	<b>Annual budget</b>	<b>Budget (year to date)</b>	<b>Expenditure (year to date)</b>	<b>Current financial position</b>
Band 2	£4,407,402.00	£1,839,421.00	£1,849,352.00	Over
Band 3	£303,792.00	£126,790.00	£154,247.00	Over
Band 5	£41,913.00	£17,474.00	£0.00	Under