

Reference: FOI.ICB-2324/244

Subject: ICB Roles & Contact Details

I can confirm that the ICB does hold some of the information requested; please see responses below:

QUESTION	RESPONSE															
<p>Please can you provide the name and contact details for the current person in the following roles, where they exist:</p> <ul style="list-style-type: none"> • Head of Recruitment • Head of Talent Acquisition • Head of Resourcing • Head of HR • Head of Diversity and Inclusion 	<p>The ICB’s Chief People Officer has oversight of these roles, we contract out to South Central and West Commissioning Support Unit (SCW CSU), many of these roles are encompassed by them. However, we do have a Business Partner EDI (Equality Diversity and Inclusion).</p> <p>Any Freedom of Information requests concerning NHS SCW (South Central and West) should be sent to NHS England - england.contactus@nhs.net</p> <p>HR Business Partner – EDI email bnssg.inclusion@nhs.net</p> <p>People Operations enquiries 0300 561 0200 or email:</p> <table border="1" data-bbox="1104 1038 2096 1449"> <thead> <tr> <th>Team</th> <th>Email contact & areas of responsibility</th> <th>Telephone Ext:</th> </tr> </thead> <tbody> <tr> <td>People Resource</td> <td>SCW Roles & Support: scw.peoplesresourceinternal@nhs.net Customer roles & Support: scw.peoplesresource@nhs.net Advertising, External recruitment, expressions of interest, Trac recruitment system.</td> <td>1</td> </tr> <tr> <td>People Support</td> <td>Scw.peoplesupport@nhs.net Employer Relations (HR Advice), Job Evaluation, References (Employment / Financial), Flexible Working, HR File Management, Portal Updates & Content, Signposting, Annual Leave queries.</td> <td>2</td> </tr> <tr> <td>People Pay Service</td> <td>Scw.peoplepayservice@nhs.net New starter set up, Management Change of Assignments and Termination Forms, Salary sacrifice (Lease Car, Cycle Scheme, Childcare), General pay issues, Pension signposting, HR system access queries, Off Payroll Worker Management (OPW), Faster payment request.</td> <td>3</td> </tr> <tr> <td>People Information</td> <td>Scw.peopleinformation@nhs.net ESR queries, Workforce information, Digital dashboard, Audit compliance, Statutory and Mandatory Compliance, Employee / Supervisor Self Service Management and Education.</td> <td>4</td> </tr> </tbody> </table>	Team	Email contact & areas of responsibility	Telephone Ext:	People Resource	SCW Roles & Support: scw.peoplesresourceinternal@nhs.net Customer roles & Support: scw.peoplesresource@nhs.net Advertising, External recruitment, expressions of interest, Trac recruitment system.	1	People Support	Scw.peoplesupport@nhs.net Employer Relations (HR Advice), Job Evaluation, References (Employment / Financial), Flexible Working, HR File Management, Portal Updates & Content, Signposting, Annual Leave queries.	2	People Pay Service	Scw.peoplepayservice@nhs.net New starter set up, Management Change of Assignments and Termination Forms, Salary sacrifice (Lease Car, Cycle Scheme, Childcare), General pay issues, Pension signposting, HR system access queries, Off Payroll Worker Management (OPW), Faster payment request.	3	People Information	Scw.peopleinformation@nhs.net ESR queries, Workforce information, Digital dashboard, Audit compliance, Statutory and Mandatory Compliance, Employee / Supervisor Self Service Management and Education.	4
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**Bristol, North Somerset
and South Gloucestershire**
Integrated Care Board

The information provided in this response is accurate as of 27 September 2023 and has been approved for release by Jo Hicks, Chief People Officer for NHS Bristol, North Somerset and South Gloucestershire ICB.