

19 April 2024

Dear

ATISN 20380

Thank you for your requests which were received by Healthcare Inspectorate Wales and Care Inspectorate Wales on 20 and 21 March 2024 respectively. You asked for the following information:

- Confirm the total number of employees who work for your organisation and by FTE
- A copy of the structure of your HR (or people) team
- Confirmation of the grades of each post in your HR team, along with copies of job descriptions
- Provide details of your pay and grading structure and the salary levels applicable to each grade within your organisation
- Confirm if you have any employee related services that are delivered to you by external organisations - for example occupational health, and payroll
- A copy of your HR/workforce or people strategy.

As Healthcare Inspectorate Wales (HIW) and Care Inspectorate Wales (CIW) form part of the Welsh Government, this response is on behalf of Welsh Government as a whole and the data provided relates to the entire organisation, rather than specifically HIW and CIW.

Please find outlined below the data you have requested.

Total number of employees employed by Welsh Government by headcount and FTE:

As at the latest reporting period, 31st March 2024, the Welsh Government's total headcount is 6136, and the FTE is 5782.

A copy of the structure of the Welsh Government HR Team:

Please see Annex A for this detail. Where 'Apprentices' are noted, apprentices are paid at the Team Support pay grade.

Confirmation of the grades of each post in the Welsh Government HR team, along with copies of job descriptions:

The grades of each post in the Welsh Government HR team are noted in the structure charts included in Annex A of this document.

In respect of your request for job descriptions, from my preliminary assessment I estimate that it will cost more than the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to answer your request. The appropriate limit specified for central government is £600. This represents the estimated cost of it taking over 24 hours of time to determine whether we hold the information and to thereafter locate, retrieve and extract it.

Given that there are circa 140 posts in the HR structure as it currently stands and some job descriptions are subject to review, the process to obtain a copy of each individual job description would involve reviewing the files for each respective team and branch to obtain the latest copies of their job descriptions. These would then need to be reviewed with

respective heads of department to ensure that they are current and reflective of the duties of those currently working in those teams.

Given that there are 21 separate teams to review, with a varying mix of grades and roles within each team – we anticipate that this would take in excess of 24 hours of time to determine where the information is held and to thereafter locate, retrieve, extract and review it.

Details of Welsh Government’s pay and grading structure, and the salary levels applicable to each grade within the organisation:

The below grid sets out the grading structure for the organisation and associated pay rates for each grade – each grade has between 3 and 4 pay points, which are moved up through by way of annual incremental salary increases.

| Team Support | 2023 - 2024 |
|---------------------|--------------------|
| Point 1 | £23,258 |
| Point 2 | £25,074 |
| Point 3 | £26,901 |
| | |
| EO | |
| Point 1 | £28,245 |
| Point 2 | £29,285 |
| Point 3 | £32,141 |
| | |
| HEO | |
| Point 1 | £34,083 |
| Point 2 | £36,246 |
| Point 3 | £38,420 |
| Point 4 | £41,675 |
| | |
| SEO | |
| Point 1 | £43,785 |
| Point 2 | £45,843 |
| Point 3 | £48,269 |
| Point 4 | £51,839 |
| | |
| Grade 7 | |
| Point 1 | £56,112 |
| Point 2 | £59,273 |
| Point 3 | £62,454 |
| Point 4 | £67,095 |
| | |
| Grade 6 | |
| Point 1 | £70,455 |
| Point 2 | £73,059 |
| Point 3 | £75,390 |
| Point 4 | £80,840 |

Confirmation if services such as Occupational Health and Payroll are provided in house or by an external provider (and the name of each provider if delivered externally):

The Welsh Government's Occupational Health Service, Employee Assistance Programme and Display Screen Equipment Risk Assessment Programme (DSE) are provided by external providers.

The providers for these services are as follows:

Occupational Health Service – InSight Health Screening LTD
Employee Assistance Programme – VivUp LTD
DSE Risk Assessments – Awaken Learning LTD

A copy of the Welsh Government's people / workforce strategy:

The Welsh Government's workforce strategy is currently being reviewed as part of an exercise to help the organisation live within its budgets. The exercise is looking at developing an affordable workforce plan in line with our values of fairness and protecting jobs. As such, at this time there is not an up to date and current workforce strategy for us to provide you with.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
or e-mail: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

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

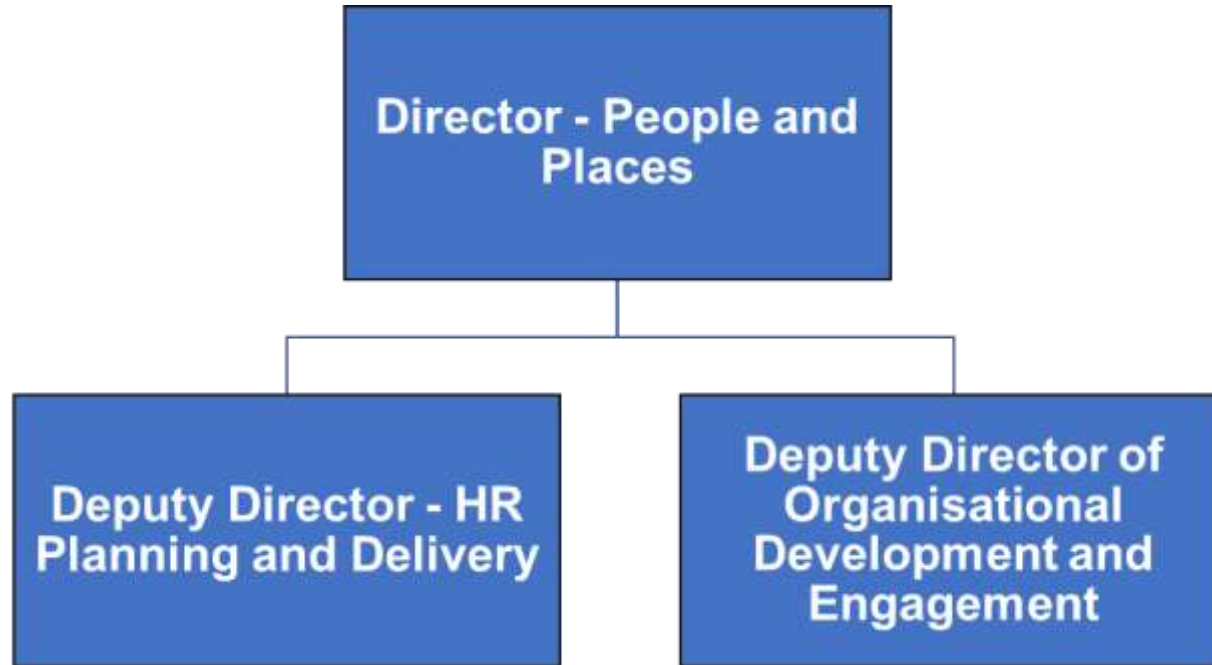
Telephone: 0303 123 1113
Website: www.ico.org.uk

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

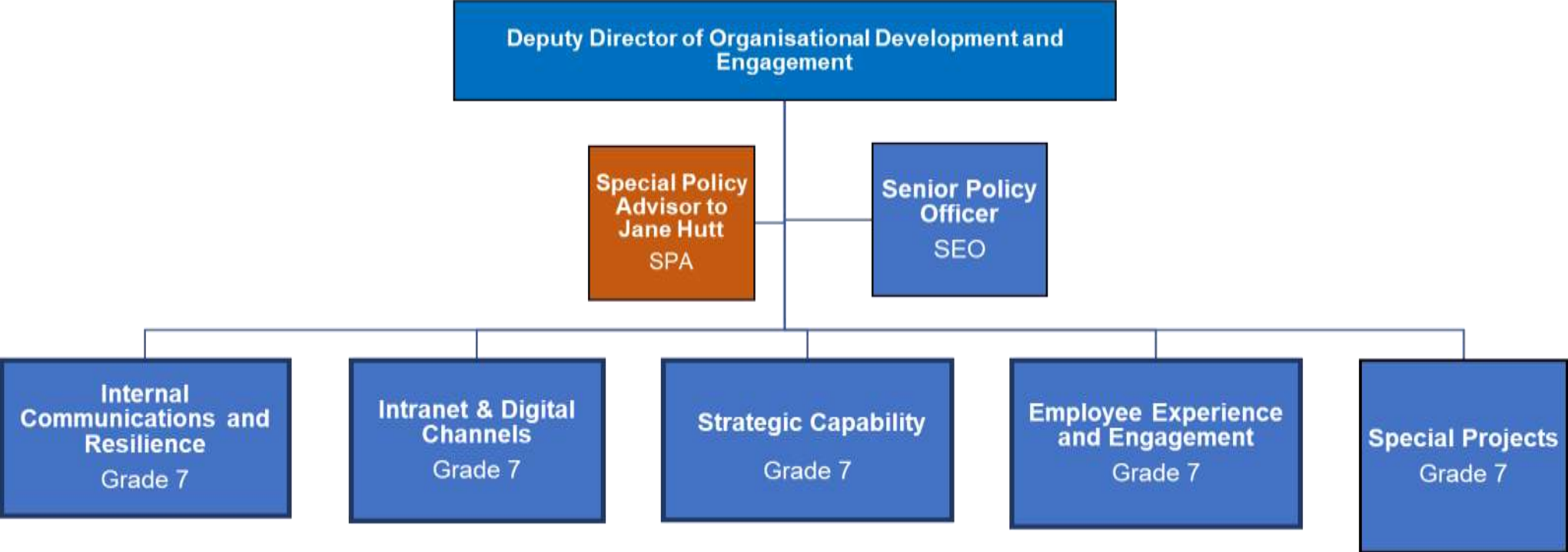
Yours sincerely

Annex A – HR Structure

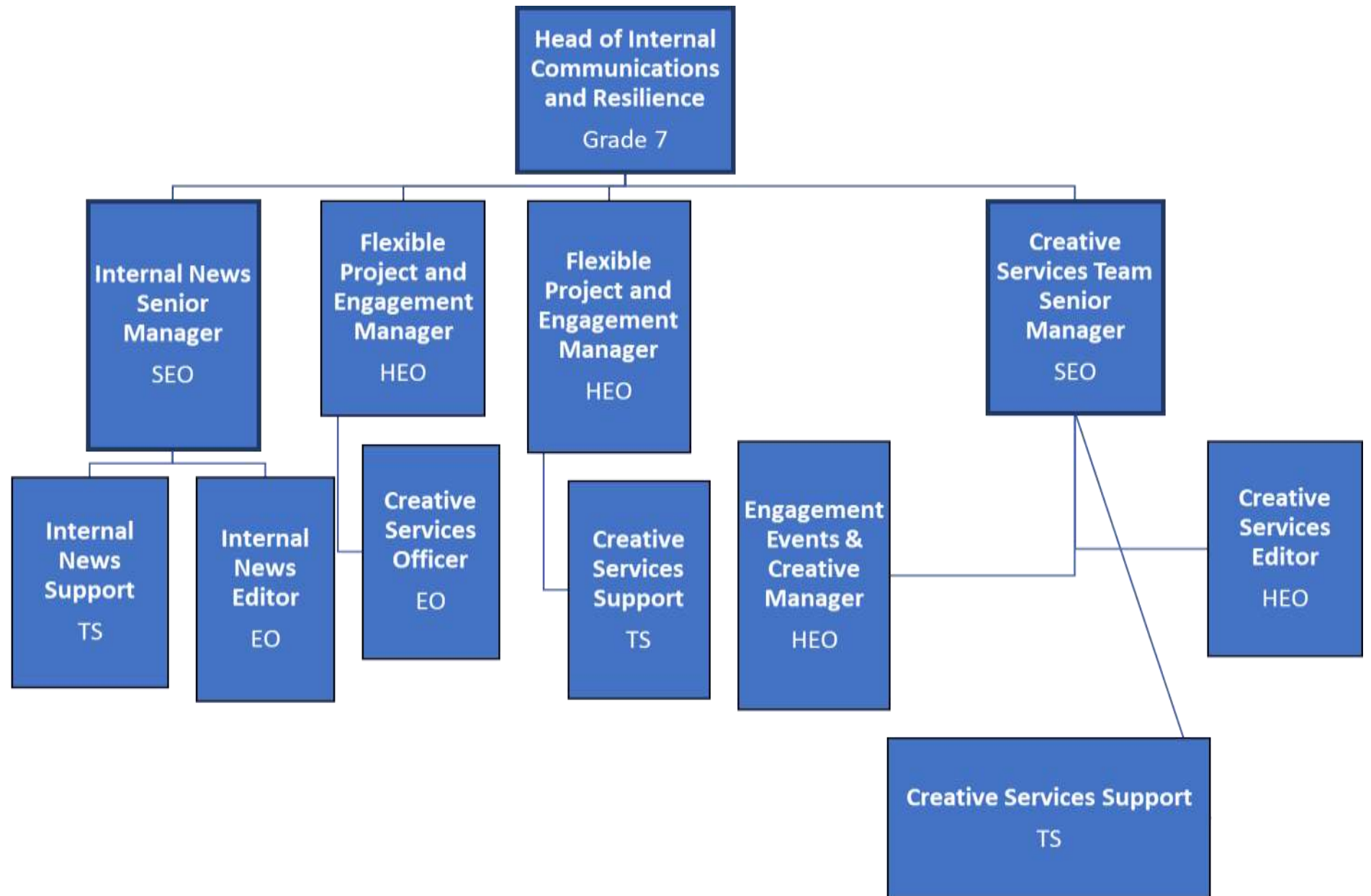
Senior HR Team



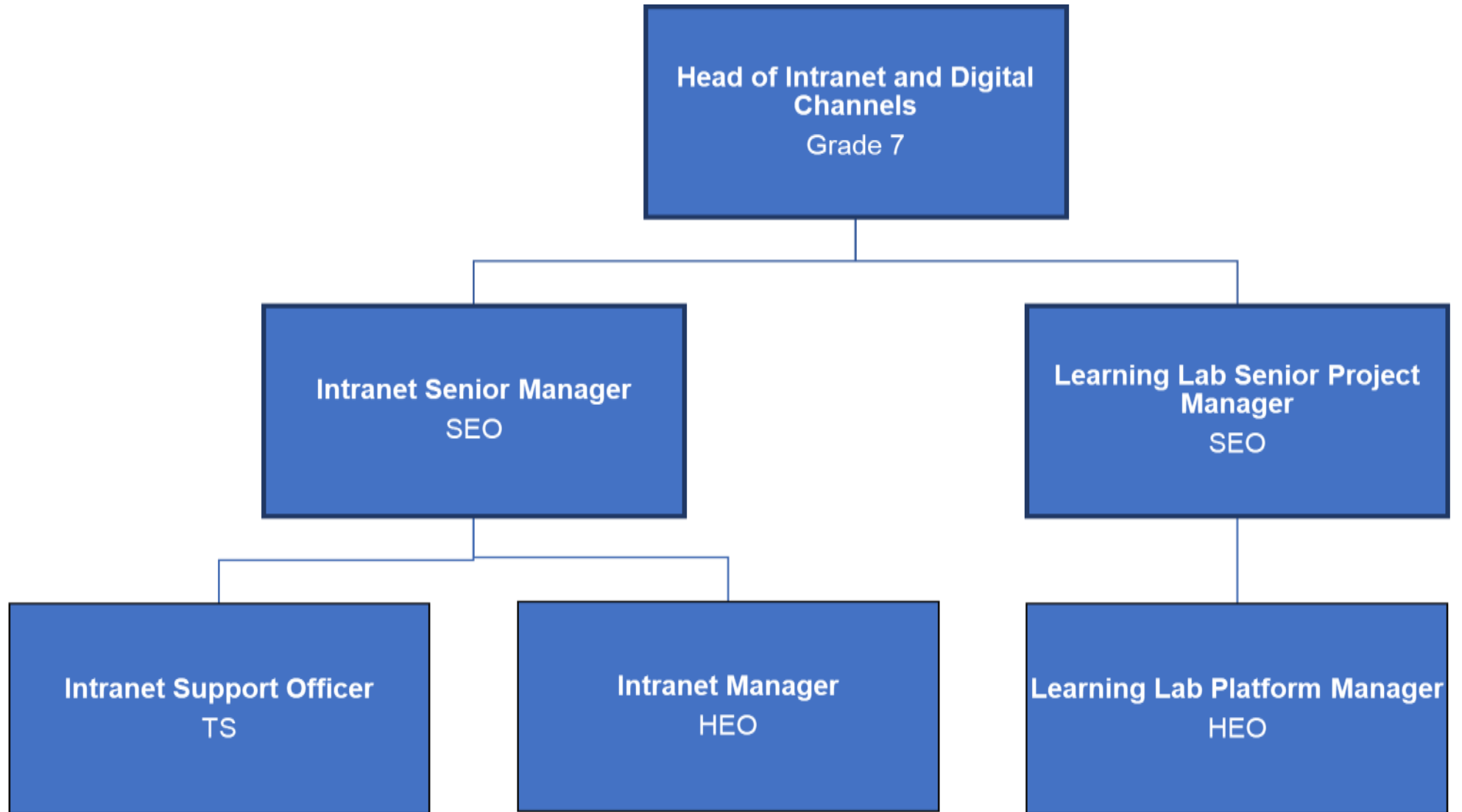
Organisational Development and Engagement Division



Internal Communications & Resilience Branch



Intranet and Digital Channels Branch

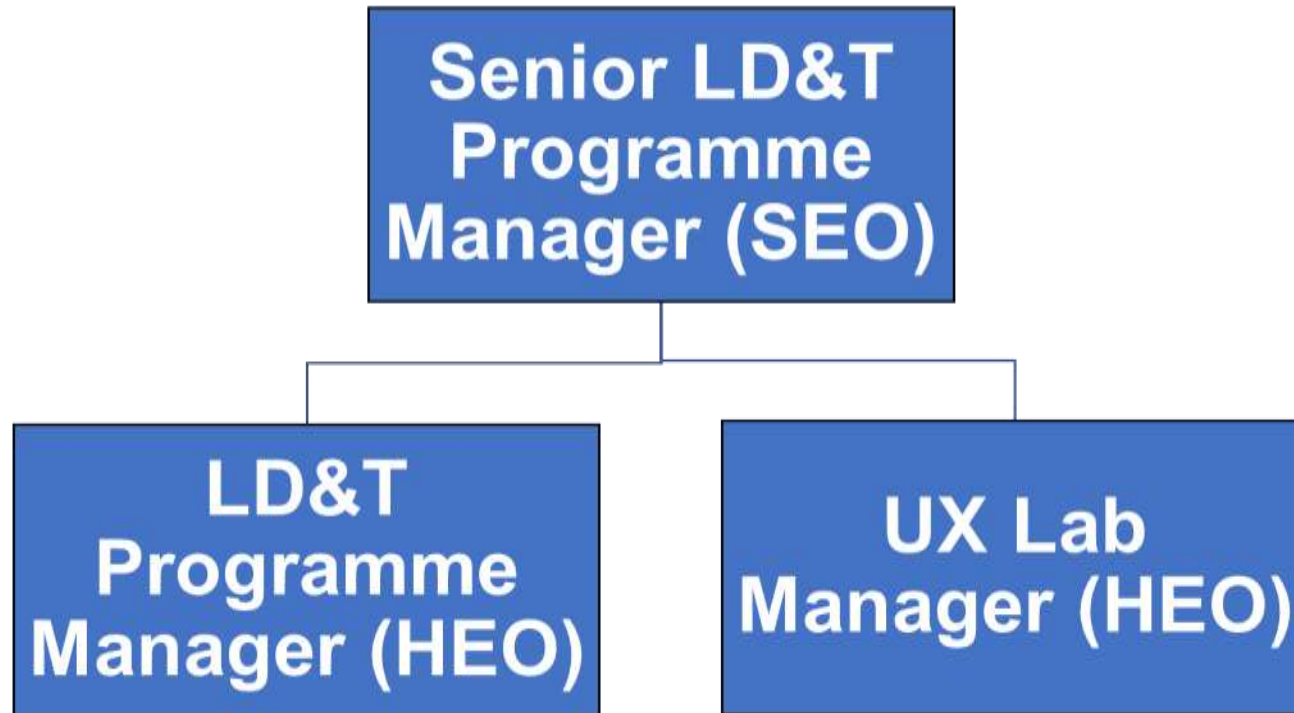


Strategic Capability Branch

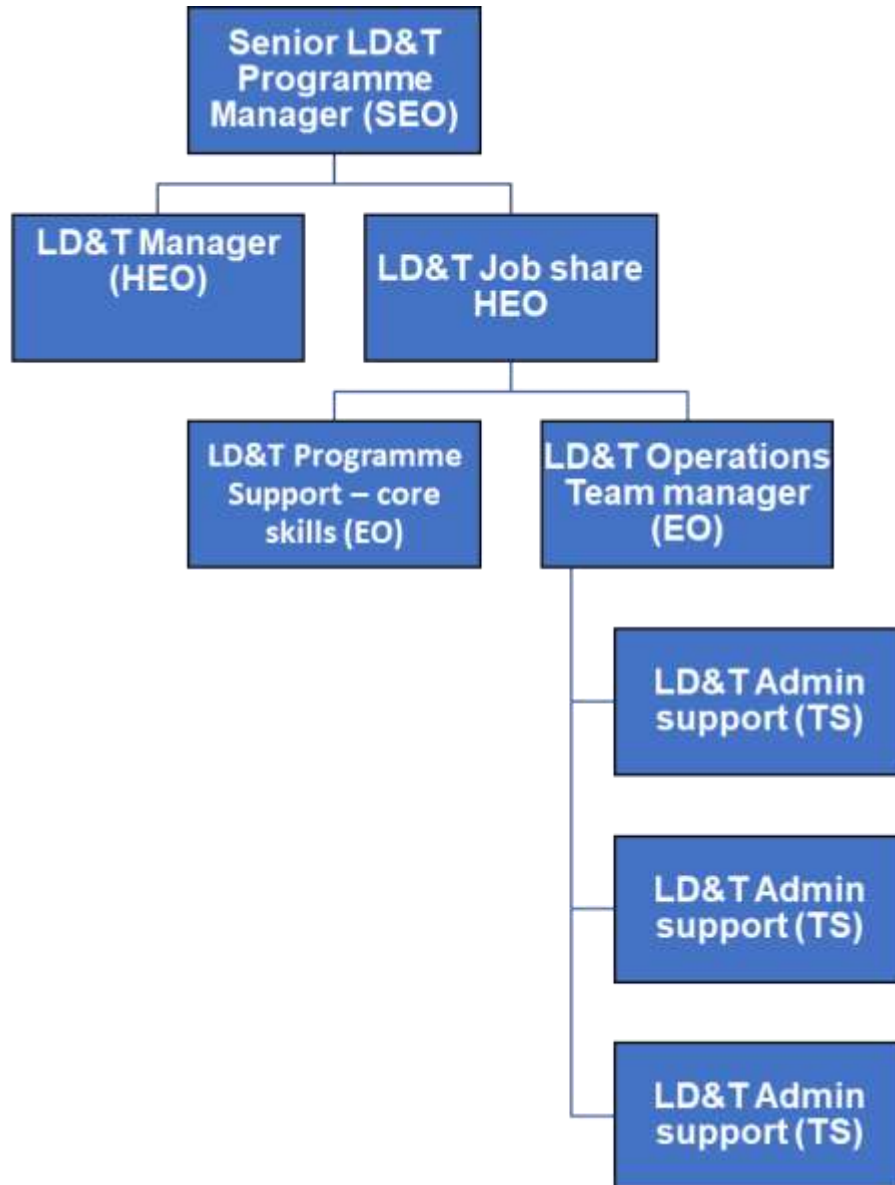
Strategic Capability Senior Team



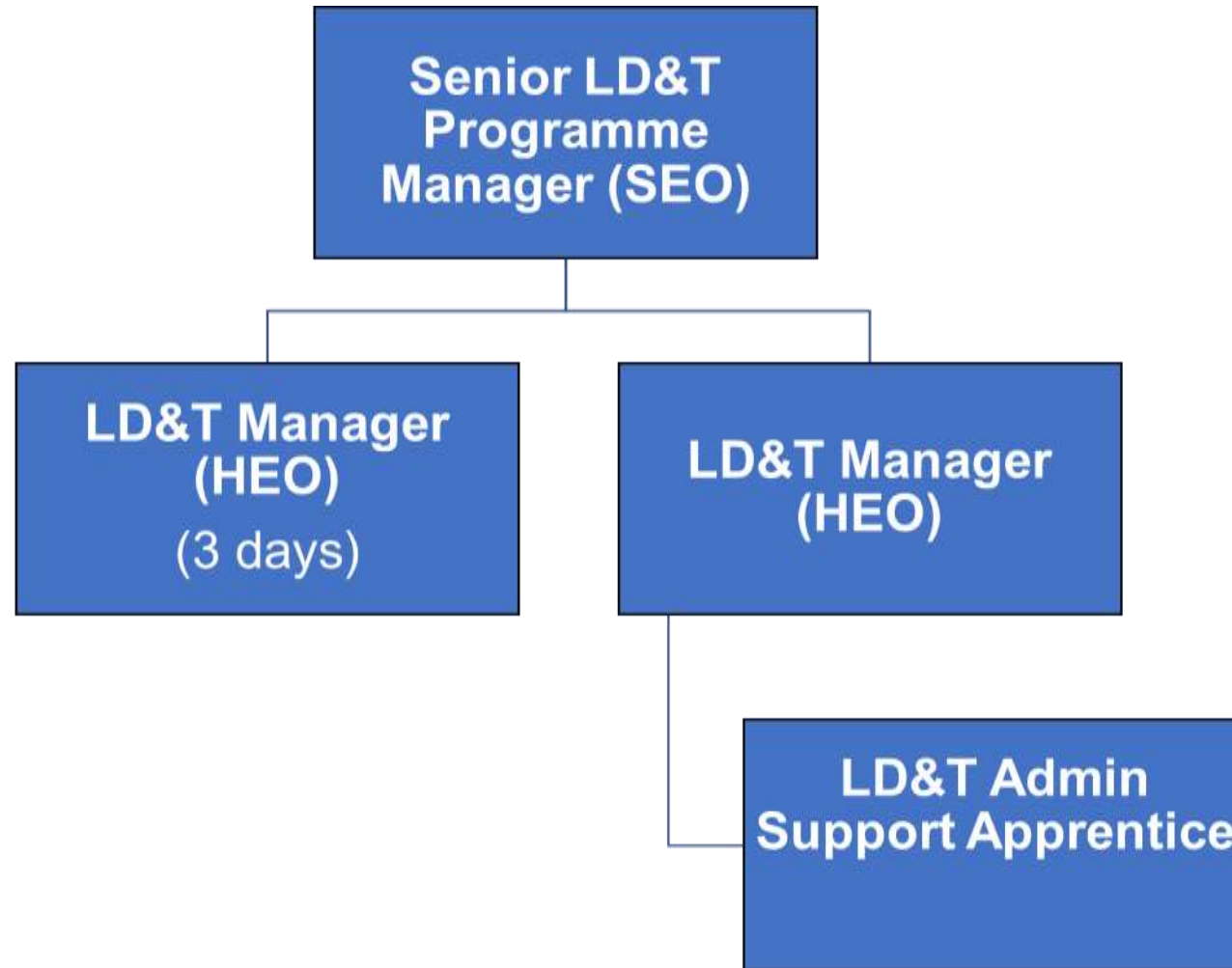
Policy, Legislation, Ministerial, PD & DDaT Capability & UX Team



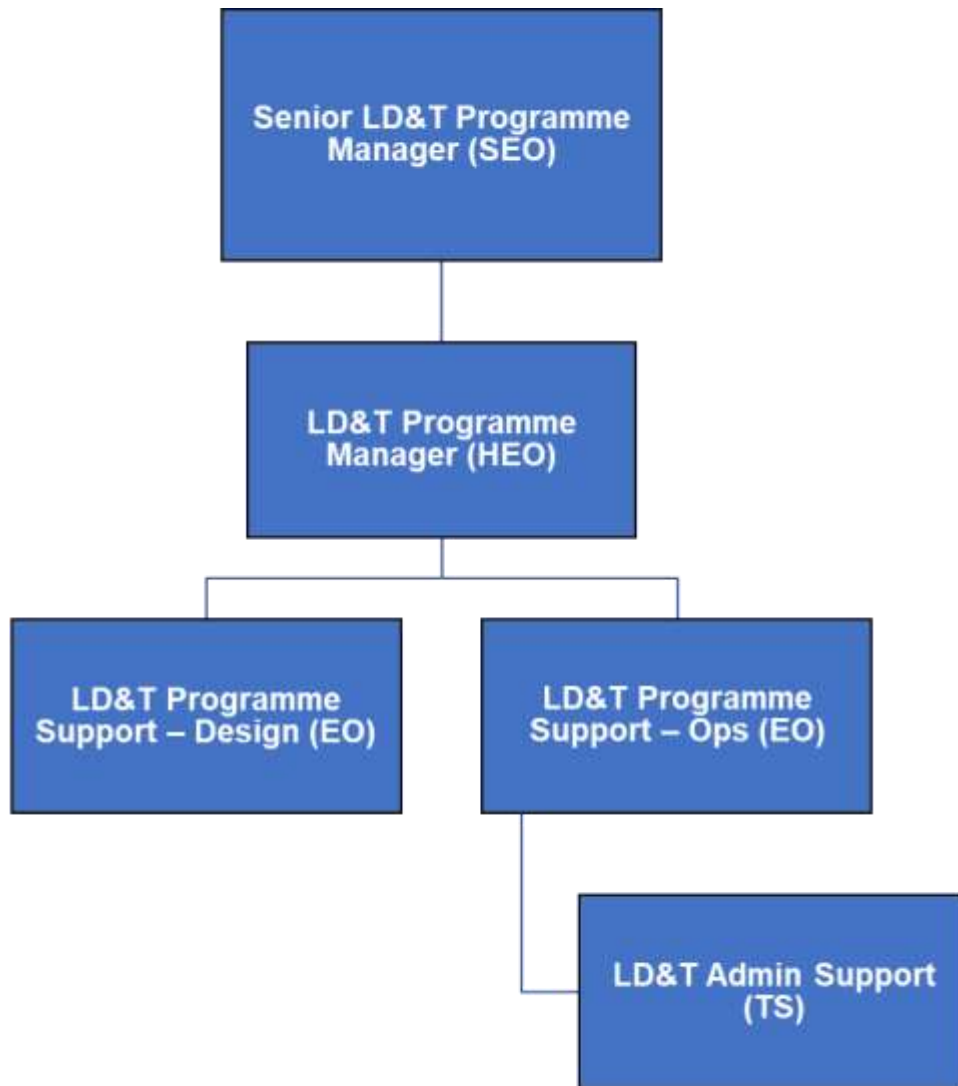
Core Skills, early-in-career development and LD&T logistics team



Leadership capability, leadership & accelerated development, LD&T comms, corporate social responsibility team



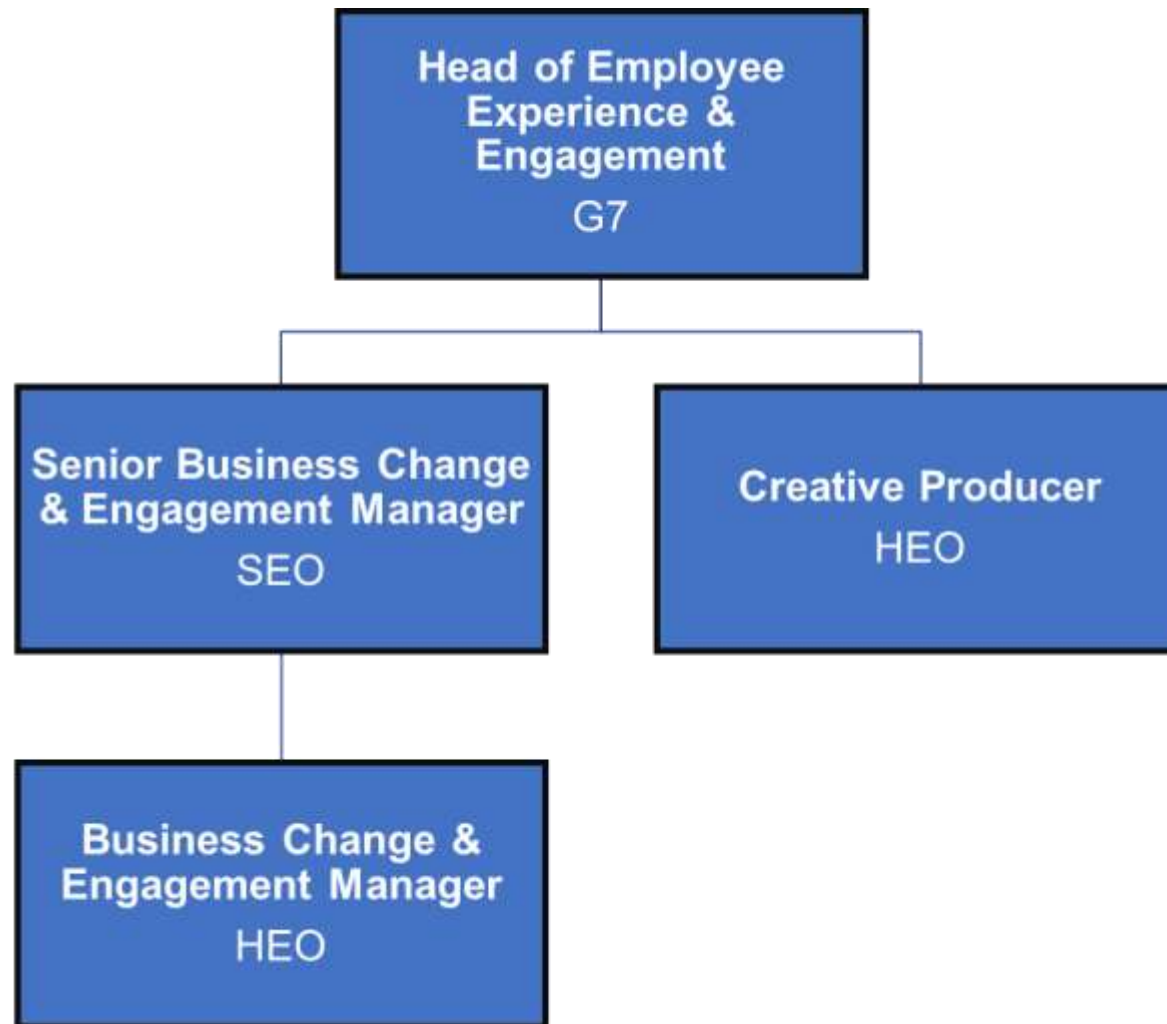
Welsh Language & Induction Team



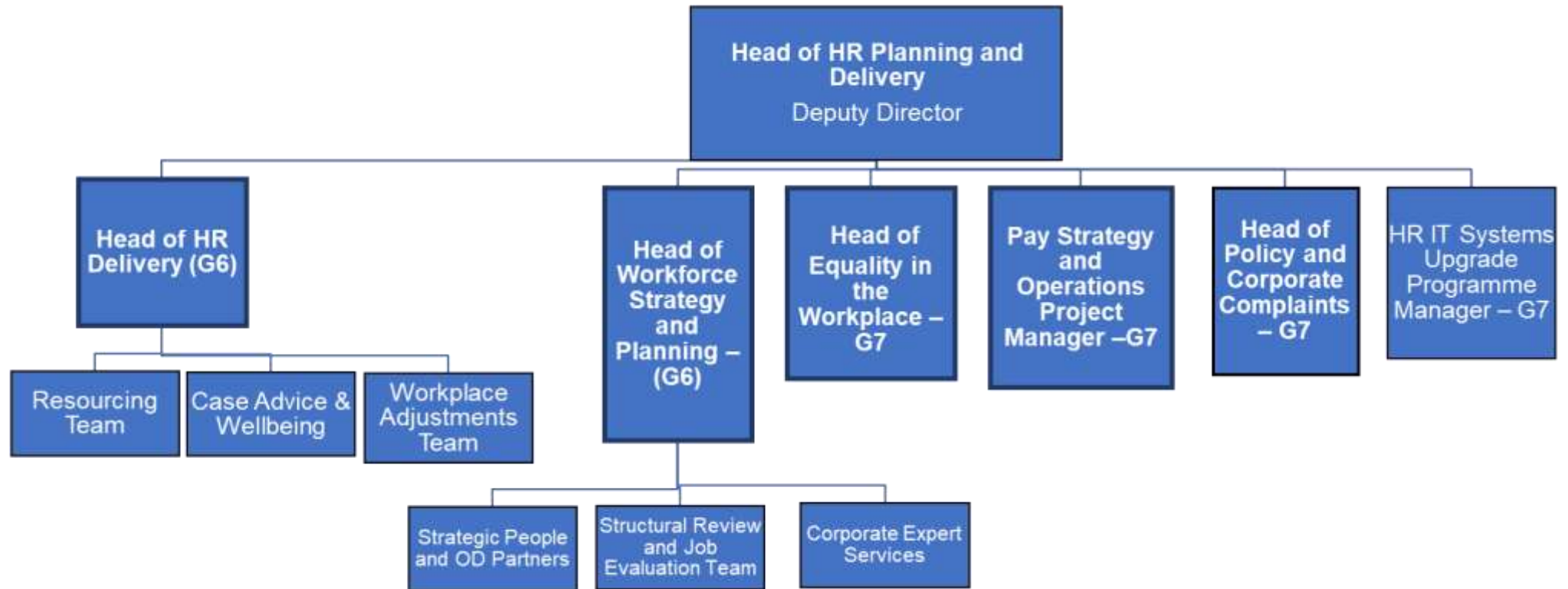
Business Administration Team



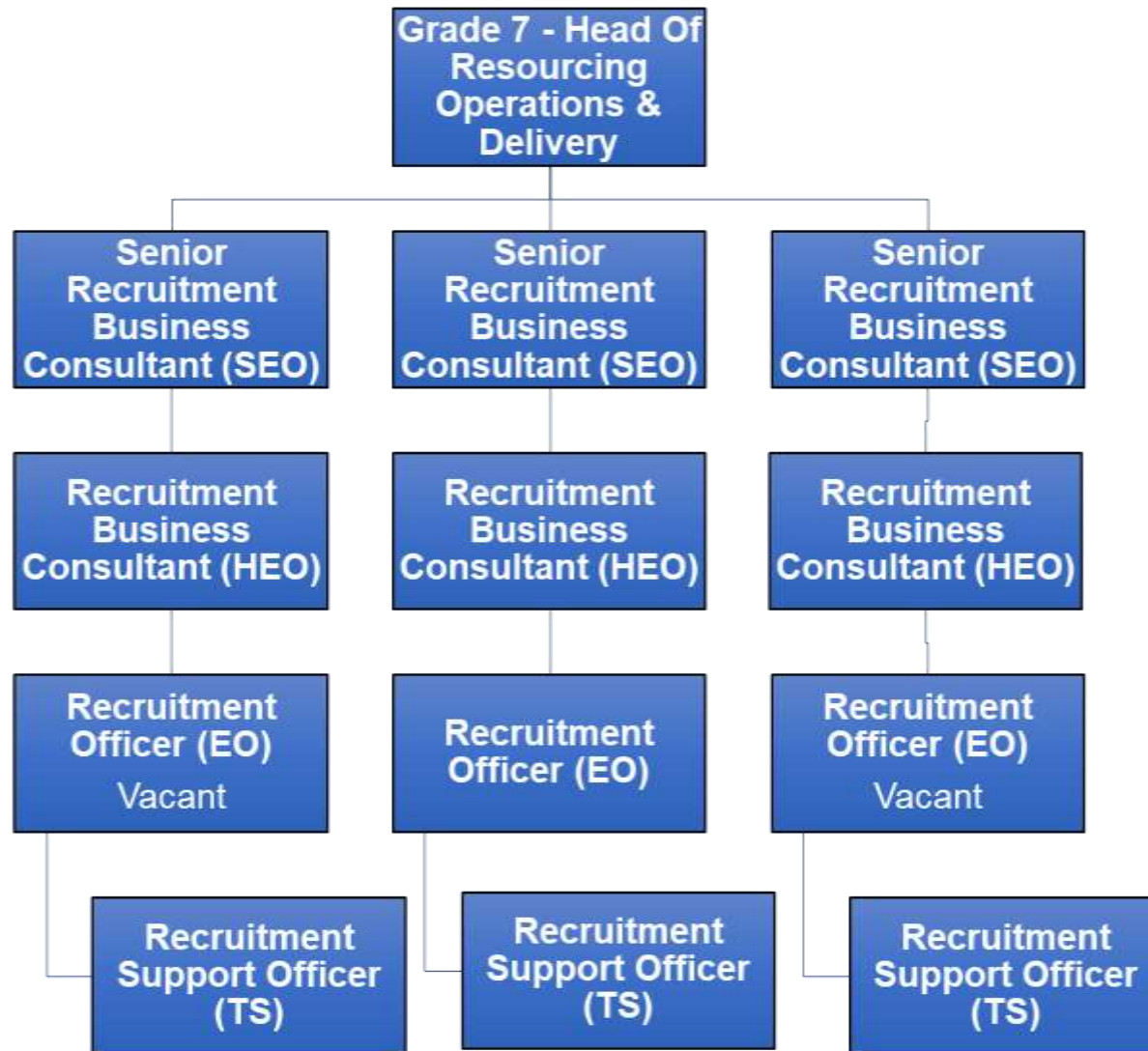
Employee Experience and Engagement Branch



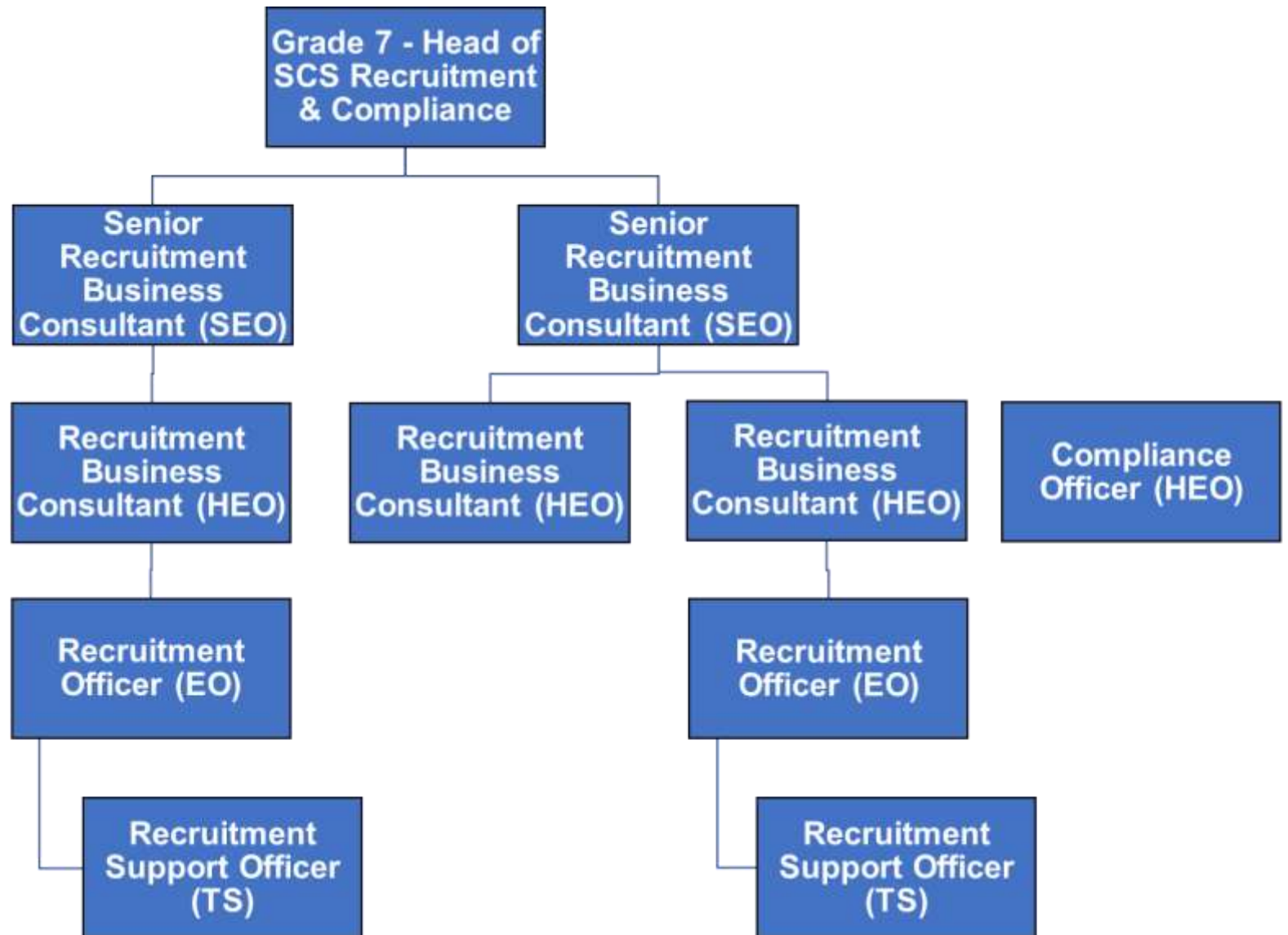
HR Planning & Delivery Division



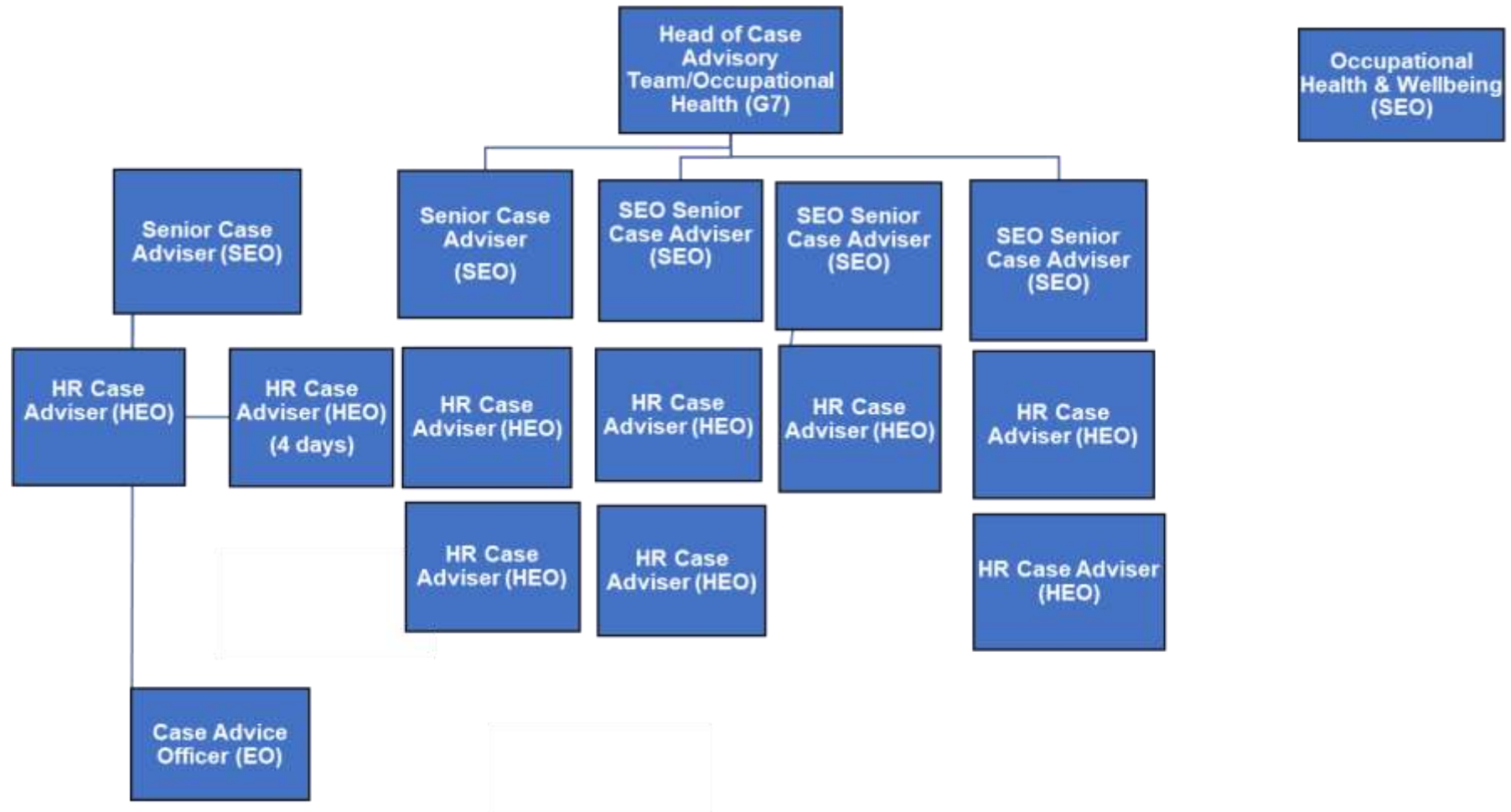
Resourcing Branch – Delivery Team



Resourcing Branch – Senior Civil Service Recruitment & Compliance Team



Case Advice, Occupational Health and Employee Assistance Programme Branch



Workplace Adjustments Branch

Workplace Adjustments Manager
(HEO)
(3 days)

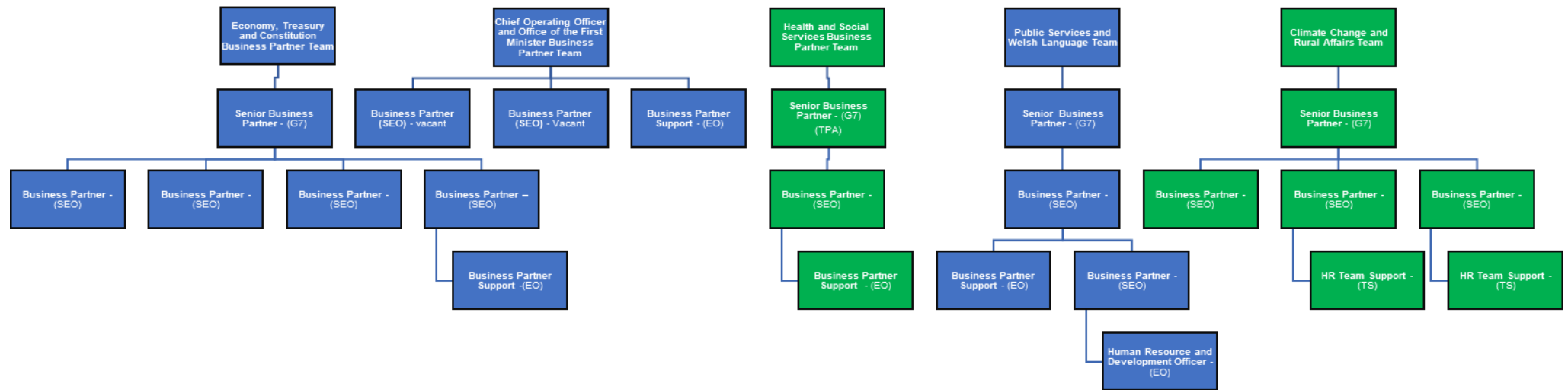
Workplace Adjustments Manager
(HEO)

Workplace Adjustments Manager
(HEO)



Workplace Adjustments Case officer
(EO)

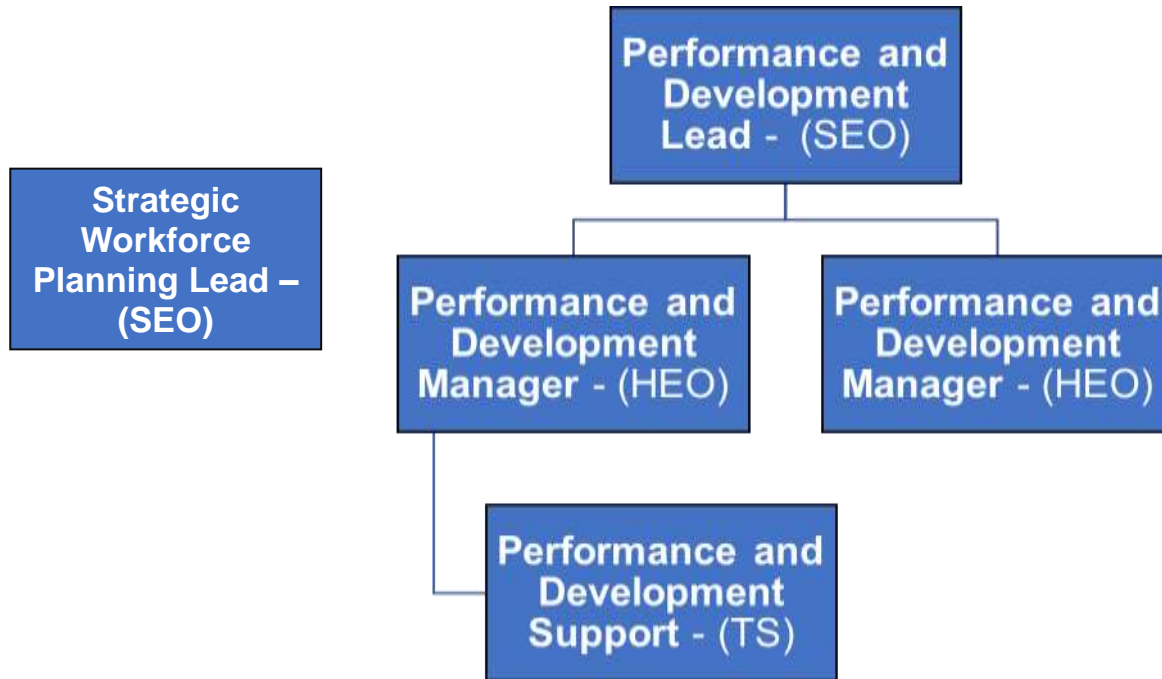
Strategic People & OD Partners Branch



Structural Review and Job Evaluation Team



Corporate Expert Services



Equality and Diversity in the Workplace Team

Head of Equality in the Workplace (G7)

Diversity in Recruitment Team Leader (SEO)

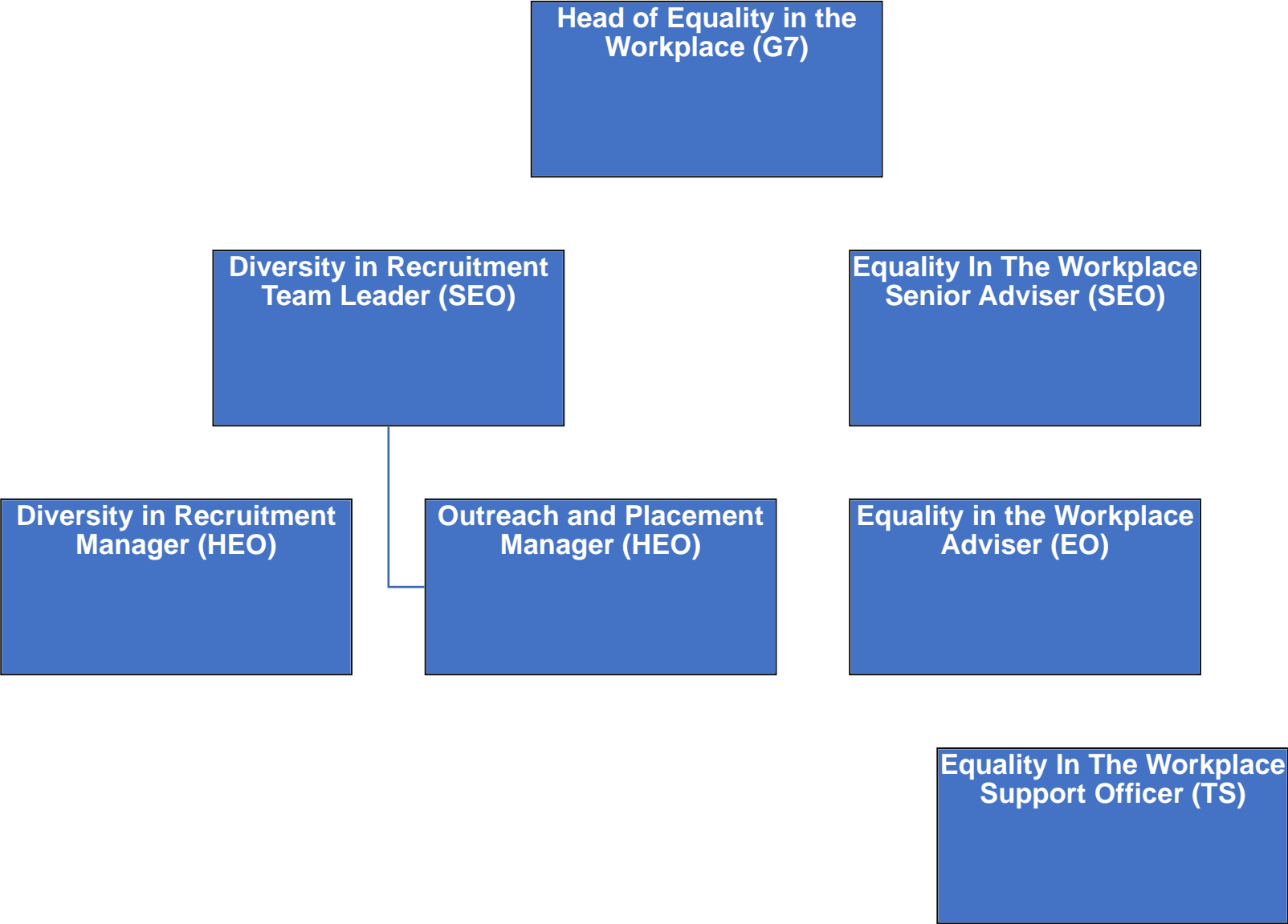
Equality In The Workplace Senior Adviser (SEO)

Diversity in Recruitment Manager (HEO)

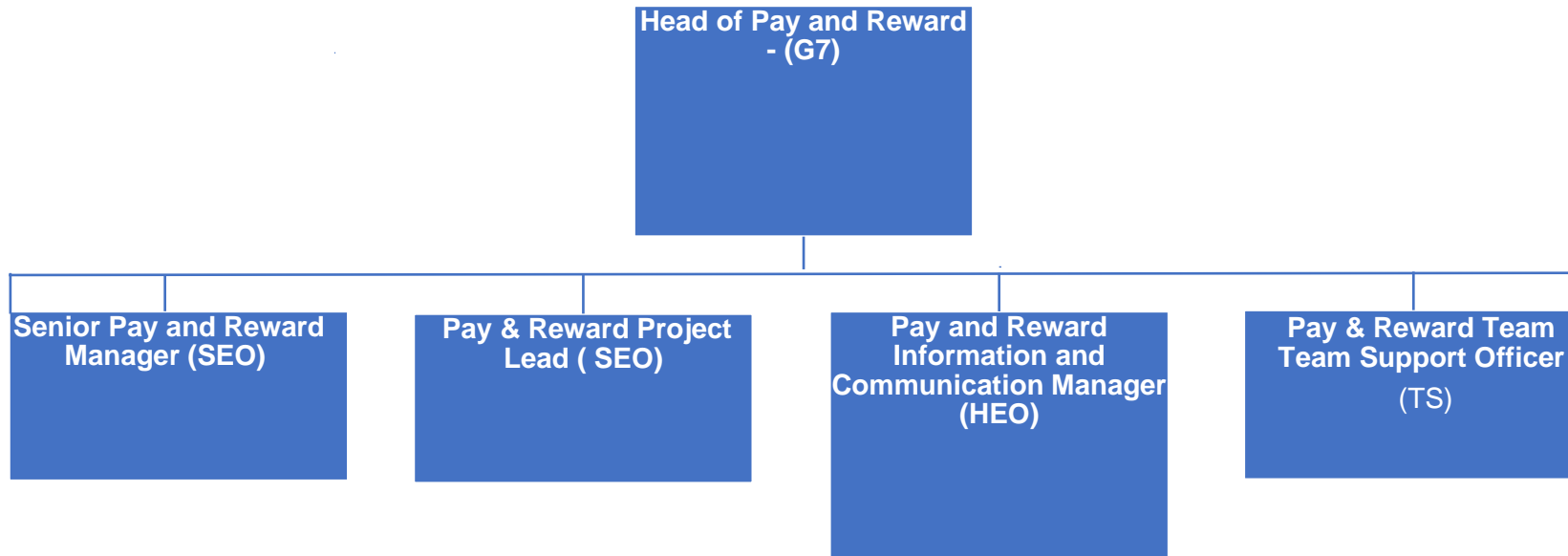
Outreach and Placement Manager (HEO)

Equality in the Workplace Adviser (EO)

Equality In The Workplace Support Officer (TS)



Pay and Reward Team



HR Policy and Corporate Complaints

