

Ref: FOI/00453/CMICB
11 July 2023

Dear

**Re: Freedom of Information Act 2000
Mandatory Training**

Thank you for your information request indicated in bold below, which has now been considered under the Freedom of Information Act 2000 by NHS Cheshire & Merseyside Integrated Care Board (ICB). I am able to provide you with the following information and responses.

Please note from 01 July 2022, Clinical Commissioning Groups (CCGs) were disestablished, and their statutory functions and responsibilities inherited by NHS Cheshire and Merseyside ICB.

Your Request:

1) Please can you provide a list of all mandatory training courses your staff are required to undertake, if different role have different requirements could you please indicate?

Our Response:

1) Please find listed below the current list of statutory and mandatory training courses that NHS Cheshire & Merseyside ICB staff are required to undertake:

- *Equality, Diversity and Human Rights - 3 Years*
- *Fire Safety - 1 Year*
- *Health, Safety and Welfare - 3 Years*
- *Infection Prevention and Control - Level 1 - 3 Years*
- *Information Governance and Data Security - 1 Year*
- *Moving and Handling - Level 1 - 3 Years*
- *Preventing Radicalisation - Basic Prevent Awareness - 3 Years*
- *Safeguarding Adults - Level 1 - 3 Years*
- *Safeguarding Children - Level 1 - 3 Years*
- *Display Screen Equipment - 1 Year*
- *Fraud Awareness - 2 Years*
- *Freedom to Speak Up - All Workers - No Specified Renewal*
- *Building a Net Zero NHS - 1 Year*

Your Request:

2) For each course please provide the percent of staff that were in date of each training course as of close of business on 30th April 2023?

Our Response:

2) Please find listed below the percentage of NHS Cheshire & Merseyside ICB staff who were in date of the above statutory and mandatory training courses as of 30 April 2023:

Statutory & Mandatory Training Course	Staff Compliance as of 30/04/23
<i>Equality, Diversity and Human Rights</i>	92.78%
<i>Fire Safety</i>	85.48%
<i>Health, Safety and Welfare</i>	91.77%
<i>Infection Prevention and Control</i>	90.75%
<i>Information Governance and Data Security</i>	89.18%
<i>Moving and Handling</i>	90.93%
<i>Radicalisation - Basic Prevent Awareness</i>	90.29%
<i>Safeguarding Adults</i>	91.49%
<i>Safeguarding Children</i>	91.77%
<i>Display Screen Equipment</i>	87.33%
<i>Fraud Awareness</i>	88.16%
<i>Freedom to Speak Up</i>	N/A as not implemented until April 2023
<i>Building a Net Zero NHS</i>	52.82%

Your Request:

3) For each course please detail how this was calculated?

Our Response:

3) The percentage figures for staff compliance listed in response to Question 2 are calculated based on the number of employees who have completed the course and divided by the total amount of employees who need to complete the course.

Your Request:

4) Please provide detail on how staff are followed up that have not undertaken training for each course?

Our Response:

4) A report detailing individual training records of staff in a particular department are provided to that department on a regular basis, for managers to progress with staff as appropriate.

Your Request:

5) How many staff in the last 12 months have been disciplined or had action taken for not completing mandatory training?

Our Response:

5) Nil.

Your Request:

6) How many of your staff access clinical systems or clinical information and how many are currently complete with mandatory training as of today?

7) List all clinical systems any of your staff have access to, internal, external, local national etc.

Our Response:

6 - 7) NHS Cheshire & Merseyside ICB as a commissioner of healthcare services, does not directly use patient clinical systems.

Should you require any further information or clarification regarding this response or do not feel that your request has been answered as you would expect, please contact us to discuss.

We also wish to take this opportunity to inform you that, where you are not satisfied with the response to your request for information, a formal complaints and internal review process is available.

This can be formally requested by emailing foi@cheshireandmerseyside.nhs.uk and must be done within a reasonable time period (3 calendar months) from the date this response was issued.

Where you remain dissatisfied with our review under the Freedom of Information Act or the Environmental Information Regulations, you may apply directly to the Information Commissioners Office (ICO) for a review of your appeal decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure. The ICO can be contacted at;

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk

Should you need any further clarification or assistance, please do not hesitate to contact us quoting the above FOI reference.

