

FUNCTIONS	SUB FUNCTIONS	PLEASE MARK 1 COLUMN PER ROW		IF OUTSOURCED, TO WHICH COMPANY/SUPPLIER?	IF OUTSOURCED, WHAT WAS THE CONTRACT VALUE FOR FY 2018/2019
		MANAGED IN-HOUSE	OUTSOURCED		
Core HR	Workforce benefits team	X			
	HR Leadership and Business Partners	X			
	HR policy governance & development	X			
	Absence management	X			
	Employee relations	X			
	Workforce planning	X			
	Job evaluation	X			
	Personnel file management	X			
	Registration maintenance	X			
Occupational Health & Wellbeing		X			
Recruitment		X			
Temporary Staffing		X			
Medical Staffing		X			
Workforce Information & Analytics	Maintenance & reporting of information from ESR	X			
	Set up and maintain all position data and associated ledger code/assignment of AfC/Medical & Dental terms and conditions.	X			
	Maintenance of workforce information databases	X			
	Processing, analysing and reporting workforce data	X			

Education	Needs analysis	X			
	Course catalogue development	X			
	Learning management system	X			
	Knowledge management	X			
	Course commissioning/delivery	X			
	e-learning material development	X			
	Assessments	X			
	Statutory mandatory training	X			
	General training	X			
	Nurse & medical education & induction	X			
Organisational	Staff survey	X			
	Performance management	X			
	Organisational change	X			
	Equality & diversity	X			
	Leadership & team development	X			
Rostering		X			
HR specific systems	Systems (including licences, purchase and annual support and maintenance) to deliver the HR function (e.g. remote access tools, TRAC recruitment)	X			
	Designated software support staff associated with these systems	X			
Expenses reimbursement	Expenses processing		X	University Hospital Birmingham (UHB) Payroll	n/a - expenses form a tiny proportion of our overall payroll contact

	Expenses Software	X			
	Production of P11D forms	N/A – MKUH uses tax at source			