

Dear xxx

Freedom of Information request: Temporary Worker Usage for Communication Roles (CORP 25/26 – 224).

Thank you for your request for information which the Trust received on 19th December 2025.

Your Request:

Definition of Scope: For the purposes of this request, "communications" refers to any function or team managed, hosted, or funded through the Trust's structures (including work performed for Integrated Care Boards (ICBs), regional partnerships, or shared service models) that encompasses:

- Internal or external communications functions;
- Media relations or the Press Office;
- Social media management and digital content;
- Marketing and brand management (where these sit within the communications structure).

Definition of Personnel: For the purposes of this request, the term "agency" refers to all temporary or non-permanent staff, including those engaged via an external recruitment agency, a Managed Service Provider (MSP), or the Trust's internal "Staff Bank" where such an arrangement exists.

Timing and Cooperation: To ensure the data provided is accurate and aligned with your internal reporting cycles, I am happy to allow the necessary time for your teams to complete the December 2025 (Month 9) month-end close before running these reports. I recognise that the holiday period may impact administrative capacity and I seek a collaborative approach to ensure the provision of a complete and reconciled dataset.

Please provide the following data:

1. 2025/26 Actuals and Outturn Forecast
 - a. Provide the total number of days a temporary worker was employed via an agency or bank for the communications roles defined above from 1 April 2025 to the end of the December 2025 (Month 9) reporting period. (If data is only held in hours, please provide the total hours and specify the standard working day length).
 - b. Provide the current projected year-end outturn for the total number of agency/bank days for these roles for the full 2025/26 financial year (ending 31 March 2026).
 - c. Provide a breakdown of these days by Agenda for Change (AfC) Band or job title.

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



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Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust Headquarters
2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ
Ffôn/Phone : (029) 20196161
<https://velindre.nhs.wales>

2. 2026/27 Planned Requirements

- a. *Provide the total number of days currently budgeted or forecasted for agency-provided or bank communications staff for the 2026/27 financial year.*
- b. *Funding and Management Qualifier: This request explicitly includes all agency and bank requirements managed or funded through the Trust, regardless of whether the end-user is the Trust itself, an ICB, or a regional partnership.*
- c. *Financial Qualifier: Note that I am requesting the currently held financial forecasts and draft budget allocations for 2026/27 as they exist at the time of this request. If these forecasts do not yet segment requirements by specific band, please provide the overall forecasted budget for temporary staffing within the communications function.*

Please find the Trust's response below:

The Trust does not have any temporary Communications staff and has no planned requirements in this context.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

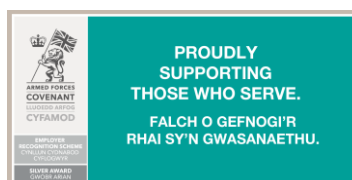
You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421

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email: wales@ico.org.uk

Yours sincerely

Non Gwilym
Interim Director of Corporate Governance
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

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