

Human Tissue Authority
151 Buckingham Palace Road
London
SW1W 9SZ

[redacted information]

By email to [redacted information]

Tel 020 7269 1900

Web www.hta.gov.uk

Date 24 February 2015

Dear [redacted information]

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 6 February 2015. Your email outlined the following request:

"I am contacting you [redacted information], so I require some information regarding training spent on your staff in the agency. As a [redacted information] requires me to find out how agencies and public bodies are allocating funding towards training and whether this is being conducted efficiently.

I am requesting this information in accordance with the Freedom of Information Act 2000 and appreciate your timely response; the questions I would like to ask are included below:

1. In the last 2 years have you purchased any it technical training for the ICT /IT department from QA training covering IT Technical Courses such as Microsoft, VMware, Oracle, Citrix and Cisco?
2. What is the exact job title of the manger or team leader in ICT/IT department who has made the purchase?
3. Has the ICT/IT technical department pre-paid for this training? please state amounts.
4. Have they, in the last 3 years, purchased a skills licence it training package from QA training? Please state the amount purchased and the amounts remaining?
5. Has the buying IT manger secured 3 quotes for the purchase of the skills licence? If so which were the other companies who submitted the exact same skills licence prices?
6. When will the next skills licence be purchased by the ICT/IT department?

7. Who will purchase the next ICT technical training skills licence?
8. Please provide an ICT department organisation chart.
9. How many people are there in the ICT department?
10. Does the ICT / IT technical department purchase IT technical training for products such as Microsoft, Cisco, VMware, Oracle and Citrix in February and March to utilise remaining budget for the financial year if so how do you justify the purchase?
11. How much do you spend on training for the past three financial years? Also please list the top three suppliers that you use for training?
12. At what points during the year does the department make decisions to purchase training throughout the year? How much of the training budget remains for this financial year (ending 31st March 2015)?
13. Who is responsible for purchasing department's training (i.e. which departments and who are the decision makers)?"

When I requested clarification you confirmed that "Questions 11-13 are in relation to all departments, also training extends specifically to Health and Safety Training, Management training and IT/ICT Training".

Response

1. In the last 2 years have you purchased any IT technical training for the ICT /IT department from QA training covering IT Technical Courses such as Microsoft, VMware, Oracle, Citrix and Cisco?

No, the HTA has never purchased any training content or courses from QA Training.

2. What is the exact job title of the manager or team leader in ICT/IT department who has made the purchase?

Not applicable, as the HTA has never purchased any training content or courses from QA Training.

3. Has the ICT/IT technical department pre-paid for this training? please state amounts.

Not applicable, as the HTA has never purchased any training content or courses from QA Training.

4. Have they, in the last 3 years, purchased a skills licence IT training package from QA training? Please state the amount purchased and the amounts remaining?

No, the HTA has never purchased a skills licence from QA training.

5. Has the buying IT manager secured 3 quotes for the purchase of the skills licence? If so which were the other companies who submitted the exact same skills licence prices?

Not applicable, as the HTA has never purchased a skills licence from QA training.

6. When will the next skills licence be purchased by the ICT/IT department?

The HTA has no plans to purchase a skills licence.

7. Who will purchase the next ICT technical training skills licence?

Not applicable, as the HTA has no plans to purchase a skills licence.

8. Please provide an ICT department organisation chart.

The HTA ICT department consists of the Head of Business Technology, who reports to the Director of Resources. The full HTA organisation chart is available.

9. How many people are there in the ICT department?

There are two people in the HTA's ICT department.

10. Does the ICT / IT technical department purchase IT technical training for products such as Microsoft, Cisco, VMware, Oracle and Citrix in February and March to utilise remaining budget for the financial year if so how do you justify the purchase?

ICT training courses are not purchased in February or March in order to use remaining budgets.

11. How much do you spend on training for the past three financial years? Also please list the top three suppliers that you use for training?

Listed below are the figures that the HTA spent on training in the last three financial years.

Financial year	Amount spent on training
2014/15	£40,459.31
2013/14	£55,497.13
2012/13	£29,162.28

We have interpreted 'top three suppliers' as meaning the suppliers from which we have purchased the most training courses over the past three years. These suppliers were Westminster Explained, Chartered Institute of Public Relations and Bond Solon.

The courses booked with the Chartered Institute of Public Relations were for individuals in our Communications team; we usually purchase group training sessions from Westminster Explained and Bond Solon.

12. At what points during the year does the department make decisions to purchase training throughout the year? How much of the training budget remains for this financial year (ending 31st March 2015)?

Decisions regarding the purchase of training are made throughout the year, dependent on both individual and organisational requirements.

Training is actively discussed with all staff members as part of their Personal Development Plans, particularly during the setting and reviewing of objectives in annual and mid-year reviews, which happen in April and October respectively.

The training budget remaining for this financial year (ending 31st March 2015) is £5,837.72.

13. Who is responsible for purchasing department's training (i.e. which departments and who are the decision makers)?

Our Human Resources Manager is responsible for planning and purchasing the majority of group training. Heads of function make requests for training for individual staff members through their Director; the Director then approves or rejects the request.

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.gov.uk

There is no charge for making an appeal.

Yours sincerely

[redacted information]
[redacted information]