Date: 19/07/2016

FREEDOM OF INFORMATION REQUEST FOI/012880 – Payroll processing and recruitment function

Questions:	1. Payroll Processing Services This is inclusive of NHS payroll and pension administration services; time/attendance & expense claims and technical payroll processing (e.g. HMRC and other statutory submissions and payroll reconciliation)	2. Transactional Recruitment Services This relates to the administration of recruitment administration - from approval to conditional offer - through NHS jobs.	3. Resourcing Services This relates to the sourcing of permanent candidates (e.g. through NHS Professionals or 3rd party agencies)
a) Who is the Trust's service provider (in-house or 3rd party provider)?	In-house	In-house	In-house
b) If outsourced to a **3rd party provider**, what is the name of the service provider you use?	n/a		
c) If outsourced to a **3rd party provider**, what is the value of the contract per annum (excluding transition fee)?	n/a		
d) If outsourced to a **3rd party provider**, what was the transition fee paid?	n/a		
e) If outsourced to a **3rd party provider**, when did the contract start and when is the contract due to expire?	n/a		
f) If outsourced to a **3rd party provider**, is the Trust's intention to re-procure these services through a Trust run OJEU procurement	n/a		

	exercise when the current contract expires?
	   i. If yes, who is the Trust's contact for discussing these services and what are their contact details?
	
	   ii. If not, what is the route through which you will contract these services?			

g)	If the Trust provide these services **in-house**, does the Trust intend to investigate outsourcing these services in the next 12 months? i. If yes, who is the Trust's contact for discussing these services and what are their contact details?	No	No	No
h)	What are the systems that the Trust (and/or 3rd party provider) utilises in conjunction with these services and what function do they perform? Please indicate where any of the service areas apply electronic self service functionality and if so which system is the platform for data submission	E.S.R. - Payroll Software Europe – electronic expenses	NHS jobs	NHS jobs
i)	What are the volumes of activity that are associated with each of the services areas per annum? (an indication of the volumetrics sought is provided within the response are for each	1. No of payslips processed per annum: 91,080	1. No. of AfC recruitment plans per annum (excluding bank): **as of 7/7/16 – 4111 excluding bank & medics but includes A4C and**	1. No. of AfC new starters per annum (excluding bank): **415 excluding bank, includes medical staff only but includes A4C and Trust**

service)		**Trust contracts**	**contracts**
		2. No. of medical recruitment plans per annum (excluding bank) **New starters Apr 15-Mar16:480 excluding bank and medics but includes A4C and Trust contracts**	2. No. of medical new starters per annum (excluding bank): **249 excluding bank includes medical staff but includes A4C and Trust contracts**