

Ref: FOI/CAD/ID 3405

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to payroll and recruitment services.

- a) Who is the Trust's service provider (in-house or 3rd party provider)?*
- b) If outsourced to a 3rd party provider, what is the name of the service provider you use?*
- c) If outsourced to a 3rd party provider, what is the value of the contract per annum (excluding transition fee)?*
- d) If outsourced to a 3rd party provider, what was the transition fee paid?*
- e) If outsourced to a 3rd party provider, when did the contract start and when is the contract due to expire?*
- f) If outsourced to a 3rd party provider, is the Trust's intention to re-procure these services through a Trust run OJEU procurement 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?*
- 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*
- 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 service)*

Please see the completed table:

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 3 rd party agencies)
a) Who is the Trust's service provider (in-house or 3 rd party provider)?	SBS Payroll Services	In house	In house
b) If outsourced to a 3rd party provider , what is the name of the service provider you use?	As above		
c) If outsourced to a 3rd party provider , what is the value of the contract per annum (excluding transition fee)?	Information regarding this data is reported on a monthly basis on the Trust website: http://www.mtw.nhs.uk/about-us/our-quality-story/finance/		
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?	1-Jul-2014 30-Jun-2017		
f) If outsourced to a 3rd party provider , is the Trust's intention to re-procure these services through a Trust run OJEU procurement	Decision not yet with regard to option to extend current contract.		

<p>exercise when the current contract expires?</p> <p>i. If yes, who is the Trust's contact for discussing these services and what are their contact details?</p> <p>ii. If not, what is the route through which you will contract these services?</p>			
<p>g) If the Trust provide these services in-house, does the Trust intend to investigate outsourcing these services in the next 12 months?</p> <p>i. If yes, who is the Trust's contact for discussing these services and what are their contact details?</p>		No	No
<p>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</p>	<p>ESR e-expenses (Software Europe)</p>	<p>ESR NHS Jobs</p>	<p>ESR NHS Jobs</p>

<p>service areas apply electronic self service functionality and if so which system is the platform for data submission</p>			
<p>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 service)</p>	<p>1. No of payslips processed per annum: Circa 72,000 monthly payslips Circa 36,000 weekly payslips</p>	<p>1. No. of AfC recruitment plans per annum (excluding bank): 925 (2015-16) 2. No. of medical recruitment plans per annum (excluding bank) 64 (2015-16)</p>	<p>1. No. of AfC new starters per annum (excluding bank): 940 (2015-16) 2. No. of medical new starters per annum (excluding bank): 45 (2015-16)</p>