

Freedom of Information Act 2000 disclosure log entry

Reference

16-17093

Date sent

21/07/2016

Subject

Payroll and Recruitment Services

Details of enquiry

Please can you provide the following information in relation to the Trust's Payroll Processing and Recruitment functions? (See table below)

Response Sent

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)?	3 rd Party	In-house	In-house
b) If outsourced to a 3rd party provider , what is the name of the service provider you use?	UCLH	N/A	N/A
c) If outsourced to a 3rd party provider , what is the value of the contract per annum (excluding transition fee)?	£45,600	N/A	N/A
d) If outsourced to a 3rd party provider , what	Information not available	N/A	N/A

Questions:	1. Payroll Processing Services	2. Transactional Recruitment Services	3. Resourcing 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)	This relates to the administration of recruitment administration - from approval to conditional offer - through NHS jobs.	This relates to the sourcing of permanent candidates (e.g. through NHS Professionals or 3 rd party agencies)
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?	Has been provided to the Trust since 1992 Expires 31 August 2016	N/A	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 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?	We ran a procurement exercise via a framework provided by London Procurement Partnership (LPP), which was awarded following an OJEU procurement process.		
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	N/A	No.	No.

<p>Questions:</p>	<p>1. Payroll Processing Services</p> <p>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)</p>	<p>2. Transactional Recruitment Services</p> <p>This relates to the administration of recruitment administration - from approval to conditional offer - through NHS jobs.</p>	<p>3. Resourcing Services</p> <p>This relates to the sourcing of permanent candidates (e.g. through NHS Professionals or 3rd party agencies)</p>
<p>contact for discussing these services and what are their contact details?</p>			
<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?</p> <p>Please indicate where any of the service areas apply electronic self service functionality and if so which system is the platform for data submission</p>	<p>ESR. Payroll processing and administration.</p>	<p>ESR NHS Jobs</p>	<p>ESR NHS Jobs</p>
<p>i) What are the volumes of activity that are associated with each of the services areas per annum?</p> <p>(an indication of the volumetrics sought is provided within the response are for each service)</p>	<p>1. No of payslips processed per annum: 9,240 per year.</p>	<p>1. No. of AfC recruitment plans per annum (excluding bank): 153</p> <p>2. No. of medical recruitment plans per annum (excluding bank) 4</p>	<p>1. No. of AfC new starters per annum (excluding bank): 106</p> <p>2. No. of medical new starters per annum (excluding bank): 11</p>