

FOI Request Response information

FOI request reference:	2016/158
Date request received:	23/06/2016
Date request responded to:	08/07/2016
Category:	Corporate
Tags:	Payroll, recruitment

Request Detail:

Please can you provide the following information in relation to the Trust's Payroll Processing and Recruitment functions?

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)?			
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?			

<p>e) If outsourced to a 3rd party provider, when did the contract start and when is the contract due to expire?</p>			
<p>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?</p> <ul style="list-style-type: none"> 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? 			
<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> <ul style="list-style-type: none"> i. If yes, who is the Trust's contact for discussing these services and what are their contact details? 			
<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 service areas apply electronic self service functionality and if so which system is the platform for data</p>			

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)	1. No of payslips processed per annum:	1. No. of AfC recruitment plans per annum (excluding bank): 2. No. of medical recruitment plans per annum (excluding bank)	1. No. of AfC new starters per annum (excluding bank): 2. No. of medical new starters per annum (excluding bank):

Response Detail:

The Trust response to your recent FOI request has been added into the matrix below:

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)?	Outsourced	In House	In House
b) If outsourced to a 3rd party provider , what is the name of the service provider you use?	Lancashire Teaching Hospitals NHS Foundation Trust	N/A	N/A
c) If outsourced to a 3rd party provider , what is the value of the contract per annum (excluding transition fee)?	£566,800 pa from Jan 16	N/A	N/A

d) If outsourced to a 3rd party provider , what was the transition fee paid?	N/A	N/A	N/A
e) If outsourced to a 3rd party provider , when did the contract start and when is the contract due to expire?	Start 01/08/2011 End 31/07/2018	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? a. If yes, who is the Trust's contact for discussing these services and what are their contact details? b. If not, what is the route through which you will contract these services?	Yes Stephen McGarry Head of Procurement Stephen.mcgarry@lancashirecare.nhs.uk	N/A	N/A
g) If the Trust provide these services in-house , does the Trust intend to investigate outsourcing these services in the next 12 months? a. If yes, who is the Trust's contact for discussing these services and what are their contact details?	N/A	No	No
h) What are the systems that the Trust (and/or 3 rd party provider) utilises in conjunction with these services and what function do they perform? Please indicate where any of	NHS ESR as provided by IBM	Microsoft Sharepoint – used for the requisition and authorisation of vacancies/request to recruit. Oracle/ESR – used for the	NHS Jobs – used for all vacancies Selected recruitment journals – i.e. BMJ – ad hoc usage (no contract)

<p>the service areas apply electronic self service functionality and if so which system is the platform for data submission</p>		<p>recording of vacancies and employee records. NHS Jobs – used for the advertising and recruitment process.</p>	<p>Twitter – used for advertising specific vacancies Facebook – used for advertising specific vacancies</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>2. No of payslips processed per annum: 16/17 approx. 103k</p>	<p>3. No. of AfC recruitment plans per annum (excluding bank): 17 4. No. of medical recruitment plans per annum (excluding bank) 4</p>	<p>3. No. of AfC new starters per annum (excluding bank): 807 new starters in the last 12 months 4. No. of medical new starters per annum (excluding bank) 26 M&D new starters in the last 12 months</p>