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| --- | --- | --- | --- |
| **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) |
| 1. Who is the Trust’s service provider (in-house or 3rd party provider)?
 | Outsourced to 3rd party provider | In house | In house |
| 1. If outsourced to a **3rd party provider**, what is the name of the service provider you use?
 | Equinti-ICS Limited | Not applicable | Not applicable |
| 1. If outsourced to a **3rd party provider**, what is the value of the contract per annum (excluding transition fee)?
 | S43(2) Commercial Interests applies. See letter for details. | Not applicable | Not applicable |
| 1. If outsourced to a **3rd party provider**, what was the transition fee paid?
 | We do not hold this information. | Not applicable | Not applicable |
| 1. If outsourced to a **3rd party provider**, when did the contract start and when is the contract due to expire?
 | Contract commenced April 2009 for three years plus two. We then extended it for a further five years. | Not applicable | Not applicable |
| 1. 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?
	1. If yes, who is the Trust’s contact for discussing these services and what are their contact details?
	2. If not, what is the route through which you will contract these services?
 | We are not obligated to provide this information under the FOI Act | Not applicable | Not applicable |
| 1. If the Trust provide these services **in-house**, does the Trust intend to investigate outsourcing these services in the next 12 months?
	1. If yes, who is the Trust’s contact for discussing these services and what are their contact details?
 | Not applicable | We are not obligated to provide this information under the FOI Act. | We are not obligated to provide this information under the FOI Act. |
| 1. 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 | Electronic Staff Records (ESR), the national NHS system (HR/Payroll)We do not currently use self-service. | NHS Jobs and ESR (Electronic Staff Records)ESR / Oracle based | Not applicable |
| 1. 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:

Approximately 43,200 payslips per annum.  | 1. No. of AfC recruitment plans per annum (excluding bank): 300
2. No. of medical recruitment plans per annum (excluding bank): 0
 | 1. No. of AfC new starters per annum (excluding bank):
2. No. of medical new starters per annum (excluding bank):
 |
|  |  |  | We do not hold this information broken down in this way. |