

Request under Freedom of Information Act 2000

## Request Ref: NGFOI 16/17: 163

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 23/06/16.

I am pleased that we are now able to provide you with a response to your request as shown below.

You requested:

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

## **Response from Northampton General Hospital NHS Trust (NGH):**

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 <sup>rd</sup> party agencies)
a) Who is the Trust's service provider (in-house or 3 <sup>rd</sup> party provider)?	Outsourced	In-house	Flex NEU Professionals Medicare TTM ID Medical Mediplacements
b) If outsourced to a 3rd party provider, what is the name of the service provider	UHB Birmingham	N/A	N/A

you use?	l	I	
c) If outsourced to a 3rd party provider, what is the value of the contract per annum (excluding transition fee)?	c. £65k	N/A	N/A
d) If outsourced to a 3rd party provider, what was the transition fee paid?	Nil	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?	Feb 16 - rolling	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?	No immediate intention to tender	N/A	N/A
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?	Likely to use HTE / similar framework		
<ul> <li>g) If the Trust provide these services in-house, does the Trust intend to investigate outsourcing these services in the next 12 months?</li> </ul>	N/A	At this time we do not hold the information to answer this part of your request.	At this time we do not hold the information to answer this part of your request.
i. If yes, who is the Trust's contact for discussing these services and what are			

their contact details?			
<ul> <li>h) What are the systems that the Trust (and/or 3<sup>rd</sup> party provider) utilises in conjunction with these services and what function do they perform?</li> <li>Please indicate where any of the service areas apply electronic self service functionality and if so which system is the platform for data submission</li> </ul>	ESR (SS not adopted but planned) Allocate e-roster Expenses (SWE)	NHS Jobs – advertising - shortlisting ESR – maintains workforce records Self Service functionality is not used for managers	NHS Jobs – advertising - shortlisting ESR – maintains workforce records Self Service functionality is not used for managers
<ul> <li>i) What are the volumes of activity that are associated with each of the services areas per annum?</li> <li>(an indication of the volumetrics sought is provided within the response are for each service)</li> </ul>	Monthly c. 4,500 payslips Weekly Payroll c. 400 payslips.	<ol> <li>No. of AfC recruitment plans per annum (excluding bank):</li> <li>We do not hold this information in a centralised format. These are completed within the divisional annual plans.</li> <li>No. of medical recruitment plans per annum (excluding bank)</li> <li>We do not hold this information in a centralised format. These are completed within the divisional annual plans.</li> </ol>	<ol> <li>No. of AfC new starters per annum (excluding bank):</li> <li>April 2015 to March 2016 = 89 April 2016 to date = 28</li> <li>No. of medical new starters per annum (excluding bank): = 294 inclusive of Junior Doctors</li> <li>April 2016 to date = 33</li> </ol>