



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 rd party agencies)
a) Who is the Trust's service provider (in-house or 3rd 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

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?</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 (SS not adopted but planned) Allocate e-roster Expenses (SWE)</p>	<p>NHS Jobs – advertising - shortlisting ESR – maintains workforce records</p> <p>Self Service functionality is not used for managers</p>	<p>NHS Jobs – advertising - shortlisting ESR – maintains workforce records</p> <p>Self Service functionality is not used for managers</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>Monthly c. 4,500 payslips Weekly Payroll c. 400 payslips.</p>	<p>1. No. of AfC recruitment plans per annum (excluding bank):</p> <p>We do not hold this information in a centralised format. These are completed within the divisional annual plans.</p> <p>2. No. of medical recruitment plans per annum (excluding bank)</p> <p>We do not hold this information in a centralised format. These are completed within the divisional annual plans.</p>	<p>1. No. of AfC new starters per annum (excluding bank):</p> <p>April 2015 to March 2016 = 89 April 2016 to date = 28</p> <p>2. No. of medical new starters per annum (excluding bank):</p> <p>= 294 inclusive of Junior Doctors</p> <p>April 2016 to date = 33</p>