



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 11 February 2021

Re: Freedom of Information Request
Ref: 21-2021

Thank you for your email dated the 20th January 2021, requesting information in relation to payroll software.

For the information requested please see Appendix 1.

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could

take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>

Appendix 1

| Please name each third-party payroll system used to pay each worker type (substantive/bank/temporary) at your organisation in columns B, C, D onwards. For each system, please answer the following questions | | | | | | | | |
|---|---|----------|----------|------------|----------|-----------------|----------|----------|
| Please Note: We do not employ Bank/ Temporary Agency Staff. | | | | | | | | |
| | Substantive Staff/ Fixed Term staff | | | Bank Staff | | Temporary Staff | | |
| | System 1 | System 2 | System 3 | System 4 | System 5 | System 6 | System 7 | System 8 |
| 1. Name of third-party payroll software | Electronic Staff Records System | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 2. Contract start date with supplier (dd/mm/yy) | National contract | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 3. Contract end date with supplier (dd/mm/yy) | National contract | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 4. Annual cost of the payroll software in 19/20? | This is part of the overall ESR costs and not available just for the payroll element. | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 5. Did the organisation use a framework to procure the supplier? If yes, please state the name of the framework used | Not applicable | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 6. Which staffing groups does the payroll software process e.g. Medical, Nursing & Healthcare Assistants, Allied Health Professionals, Admin & Clerical | All staff groups | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 7. What is the frequency of your payroll? E.g. Weekly, Monthly | Monthly | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 8. What is the average monthly number of staff processed per payroll in the last 12 months? | 1562 | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 9. Does the payroll software integrate with ESR (Electronic Staff Record)? | Yes | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 10. Does the payroll software have an API integration that allows data transfer between the payroll system and NEST Pensions? | Yes | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 11. Does the payroll software have an API integration that allows data transfer between the payroll system and NHS Pensions? | Yes | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 12. What other third party systems does the payroll software integrate with? E.g. rostering system, HR systems etc. | Allocate E-Roster | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 13. Does the software offer functionality to support Pension Caps? | Yes | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 14. Is your payroll managed A) In-house B) Partly outsourced C) Fully managed/fully outsourced | C) Fully managed / outsourced | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 15. Please state the name of your payroll service supplier | St Helens and Knowsley Teaching Hospital NHS Trust | N/A | N/A | N/A | N/A | N/A | N/A | N/A |