

Response to Request for Information

Reference FOI 001419
Date 18 August 2017

Payroll Service

Request:

Could you please provide me with the following information about your organisation:

1. Is your Payroll service outsourced or provided in house?
[The Payroll Service is in-house](#)
2. If outsourced cost of outsourcing and number of employees paid?
[Not applicable](#)
3. If in house Payroll staffing budget for 17/18?
[We are unable to provide a staffing budget specifically for payroll as the cost encompasses other sections i.e. part of Human Resources administration](#)
4. Number of Payroll Staff and breakdown of posts/structure?
[The combined HR/payroll section consists of 17.5 full time equivalent posts and includes the following roles:](#)

	FTE
Payroll & Pensions Technical SME	1
HR/Payroll Support Advisor	2
HR/Payroll Support Team Leader	2
HR/Payroll Support Administrator	9.5
HR/Payroll Support Assistant	3

5. Payroll system used and annual cost of this system?
[The payroll system used is Agresso Business World and we are unable to provide specific cost for this, as the charge is an annual one for the whole of the Agresso package.](#)
6. Number of corporate employees paid monthly?
[Number of Corporate monthly employees as at July 17 was 4,169](#)
7. Number of schools employees paid monthly?
[Number of Schools employees as at July 17 was 2,756](#)
8. Do you provide a service to other organisations and if so what organisations?

[NOT PROTECTIVELY MARKED]

Payroll Services are an agent for various external bodies outside the Authority. These organisations are charity/grant funded organisations, and we are unable to disclose these details.

9. Total cost for Payroll service 16/17 – Staffing Cost?
We are unable to provide a total cost for Payroll services for 2016/17 as their budget encompasses other sections i.e. part of HR
10. Professional payroll qualification held by the Payroll Team?
The professional qualifications held by the payroll team are M.C.I.P.P. we also have staff that are A.A.T. qualified.