

Reference: FOI.ICB-2627/245

Subject: Payroll and Pension Services

I can confirm that the ICB does hold some of the information requested; please see responses below:

QUESTION	RESPONSE
1. Who is the current provider of Payroll and Pension Services?	Bristol NHS Foundation Trust (BFT)
2. Is the service provided in-house, outsourced, or through a combination of both?	We outsource the provision to Bristol NHS FT, who provide the service
3. Does the current arrangement include both HR/payroll administration (HR data entry) and payroll processing (back-end payroll processing)?	HR data entry is undertaken separately by South, Central and West CSU (Commissioning Support Unit)
4. Please provide a brief description of the services included within the current payroll arrangement.	The following functions are covered: Payroll Input and Processing; Underpayments; Overpayments; Sickness, Maternity, Paternity and Adoption; Deductions; Statutory Obligations; Expenses and Enhancements; Payroll Administration; Customer Service and Training; Pensions

5. When did the current contract/arrangement commence?	1 April 2024
6. When is the current contract/arrangement due to expire?	The contract ended on 31 March 2026 and was extended in accordance with paragraph 2.2 to 31 March 2027, due to uncertainty around the ICB's merger.
7. What is average number of payslips produced each month?	445 average in the 6 months April-September 2026
8. What is the current annual contract value?	£50,000 per annum
9. Does the organisation intend to re-tender the payroll service when the current contract expires?	The ICB is currently reviewing options ahead of formal government notification on merger status of clustered ICBs.
10. Which procurement framework would you expect the new provider to be?	The ICB is currently reviewing options ahead of formal government notification on merger status of clustered ICBs.
11. Where will the tender document be published?	The ICB is currently reviewing options ahead of formal government notification on merger status of clustered ICBs.

12. If available, please provide the procurement/contract reference number or a link to the original contract award/procurement notice.	N/A
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The information provided in this response is accurate as of 2 October 2026 and has been approved for release by Jo Hicks, Chief Transformation, People and Organisational Development Officer for NHS Bristol, North Somerset and South Gloucestershire ICB.