

1st October 2026

Eastbourne District General Hospital

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Eastbourne
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Tel: 0300 131 4500
Website: www.esht.nhs.uk

Further to your recent request for information made under the Freedom of Information Act (FOIA) 2000, I now set out our answers to your specific questions, and any clarifications sought and provided, as follows:

This is a freedom of information request. Please provide following information in relation to the provision of Payroll and Pension Services within your organisation:

1. Who is the current provider of Payroll and Pension Services?

Sussex Health & Care Partnership Hub in partnership with NHS Shared Business Services (SBS).

2. Is the service provided in-house, outsourced, or through a combination of both?

Outsourced.

3. Does the current arrangement include both HR/payroll administration (HR data entry) and payroll processing (back-end payroll processing)?

SBS do not do the HR data entry, they do payroll data entry and the back-end payroll processing.

4. Please provide a brief description of the services included within the current payroll arrangement.

Provision of payroll services.

5. When did the current contract/arrangement commence?

1st November 2022.

6. When is the current contract/arrangement due to expire?

31st March 2030.

7. What is average number of payslips produced each month?

14,622 including weekly and monthly pay.

8. What is the current annual contract value?

£2,947,539.00.

9. Does the organisation intend to re-tender the payroll service when the current contract expires?

A decision has not yet been made regarding whether the payroll service will be re-tendered when the current contract expires.

10. Which procurement framework would you expect the new provider to be?

The organisation has not yet determined which procurement framework would be used if a decision is made to re-tender the payroll service.

11. Where will the tender document be published?

As a decision has not yet been made regarding whether the payroll service will be re-tendered, the publication arrangements for any future tender have not yet been determined.

12. If available, please provide the procurement/contract reference number or a link to the original contract award/procurement notice.

Procurement / Contract reference number : 2022.PAY.ESHT.F15008 ES/22/868.

I trust this information is helpful in its detail or explanation however, if you are dissatisfied with the response, then you have the right to request an internal review. If you wish to seek an internal review, please write to the Freedom of Information Team at esh-tr.foi@nhs.net quoting the above FOI reference number, within 40 working days. Please note the Trust is not obliged to accept a request for an internal review after this time period.

Yours faithfully

Freedom of Information (FOI) Team
East Sussex Healthcare NHS Trust
0300 131 4716
Core Hours of Business: Monday to Friday 9.00am to 4.00pm