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Date 12/12/2025
Your Ref
Our Ref 10873

Enquiries to Richard Mutch
Extension 35687
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Dear

FREEDOM OF INFORMATION – PAYROLL

I write in response to your request for information in relation to NHS Payroll.

Question:

1. Do you outsource payroll for Bank workers? If yes, name of provider.

Answer:

No, we do not outsource payroll for Bank workers.

Question:

2. Your fee model for Bank payroll (e.g., per payslip, per hours processed, per timesheet, % of gross pay).

Answer:

Not applicable.

Question:

3. The fee level actually paid (e.g., £ per payslip / £ per hour / £ per timesheet / %).

Answer:

Not applicable.

Question:

4. Average number of Bank payslips per pay period and pay frequency (weekly/monthly).

Answer:

Average of 544 monthly payslips and 3074 weekly payslips per period

Question:

5. Any additional charges (off-cycle payments, corrections, pension retros, RTI re-submissions).

Answer:

Not applicable.

Question:

6. If Bank payroll is delivered in-house, please confirm your internal cost per payslip (or best estimate) for Bank staff. Please provide any available contract end dates.

Answer:

The NHS average cost for a payslip is 32p and covered by the NHS NSS via National Contract.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhslothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
Cc: Chief Executive