**Our Ref: 011/24**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 05 March 2024.  The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**011/24 (1)** What software do you use for your payroll, hr and finance solutions, how much annually do you spend on each, when does each contract expire?

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Software** | **Annual Spend** | **Date Contract Expires** |
| **Payroll/HR** | iTrent | £39,000 | 02/09/2025 |
| **Finance** | Unit4 | £46,800 | 31/01/2027 |

**011/24 (2)** Do you manage your payroll in-house or do you outsource it if so, who do you outsource it to? In-house

**011/24 (3)** How many people do you pay each month using your payroll solution? 1049

Please note, total excludes pensioners payments (please refer to **011/24 (4)**).

**011/24 (4)** How many pensioners do you pay using your payroll solution? 65

**011/24/(5)** Do you use Microsoft power platform technologies such as Power Automate, Power Virtual Agents? Yes

**011/24 (6)** What is the employee count at the college? 1049

**011/24 (7)** Do you collaborate with other organisations in the delivery of HR & Payroll shared services? If so which organisation? No

**011/24 (8)** Do you work with any industry experts such as ATOS, KPMG, EY, Accenture etc? No

**011/24 (9)** Who at the college is the head of service for HR and Payroll software or services and what is their role?

Details of the College’s Executive and Senior Management Team is publicly available: <https://www.edinburghcollege.ac.uk/media/isucgc3j/edinburgh-college-executive-and-senior-management-team.pdf>

Please note, Edinburgh College seeks to use Frameworks accessed through APUC and the Scottish Government.  Where Frameworks are not available Edinburgh College seeks quotes or tenders for purchases. It uses Public Contract Scotland for tendering purposes and tenders are evaluated in accordance with Scottish Government guidance and regulation. Where required, high value contracts will be tendered under EU Regulations.

Full details of the College’s procurement process are available on the College’s website: <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Director of Communications, Policy and Research

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to mail to: enquiries@itspublicknowledge.info

To appeal by post, send your application form or letter to:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

KY16 9DS

Full details on how to make an appeal to the Commissioner are available from their website: <http://www.itspublicknowledge.info/Appeal>

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Kind regards

FOI Team