

Payroll (Approved List)

See [What is an 'Approved Supplier'?](#)

This section gives details of relevant Approved Suppliers and compares the service provided with each other and with [CAPITA](#), the Council's Strategic Partner. For details of the CAPITA contract, please contact:

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SUPPLIERS

Armstrong Watson

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David Allen

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Lancashire Pay Services

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2 PAYROLL SERVICES

SERVICE CATEGORY INFORMATION & APPROVED SUPPLIERS

Payroll Services	Service Elements	Contractor responsibility	Strategic Partner	Approved Suppliers		
			Capita	Armstrong Watson	David Allen	Lancashire County Council
1. Provision of Payroll Computer system and related applications	1.1 Provide a Payroll System/Structure to reflect the school's payment profile	Operate and process payrolls for the required frequency and to meet the associated payment date.	✓	✓	✓	✓
	1.2 Provide the data necessary to support the extracts to/from The Payroll system files to support the following: - General Ledger Bank Reconciliation Pensions Teacher Staff Records BACS Payment File Self assessment P35 on magnetic tape/hard copy	Produce data following each payroll run in accordance with the pay processing timetable – in accordance with a pre-determined timetable.	✓	✓ (17)	✓	✓

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	1.3 Create and maintain an accurate payroll database, including travel and expense claims and P11D/self assessments system.	Maintain list of expected input for each payroll to allow the pro-active follow up of input that has not been received by the deadline date.	✓	✓	✓	✓
		100% of items provided by the school within the agreed timetables will be submitted for inclusion in the database update process relevant to the appropriate payroll processing cycle. Where items are received direct from statutory bodies and pensions funds administrators they will be similarly actioned subject to their receipt falling within the input timetable.	✓	✓	✓	✓
	1.4 Closure and balancing of P11D/self assessment system		✓	✓	✓	✓
	1.5 Produce Standard Output Control Reports. Specify control limits for system financial controls. Complete checks against required controls for validation of processing, incorporating checks for reasonableness against individual payments. Identify errors and warning notifications from exception reports.	On receipt of output reports, instigate checking procedures promptly and in time to cancel problems payments.	✓	✓	✓	✓
		Correction of any identified errors as quickly as possible dependant upon nature of error and speed of School response.	✓	✓	✓	✓
	1.6 Payment Schedules Produce control reports for BACS and cheque payments, together with supporting information to enable the School to validate the aggregate amount or any individual payment, if required.	Provide BACS transmission data prior to payday as agreed with the school. Validate aggregate payroll payments or individual employee payments.	✓	✓	✓	✓
		Authorise the release of the BACS and cheque	✓	✓	✓	✓

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		payments. Validate and transmit BACS payments to meet pay days	✓	✓	✓	✓
2. Data integrity, security, access and ownership	2.1 Apply control procedures to ensure correct payments.	Devise and apply appropriate checks on incoming data to ensure completeness and accuracy.	✓	✓	✓	✓
	2.2 Service delivery organisation to incorporate clear division of duties based on the principles of internal check.	Ensure that, for all activities, there is a clear division of duties based on the principles of internal check. The arrangements will be documented and form part of the manual of procedures.	✓ ✓	✓ ✓	✓ ✓	✓ ✓
	2.3 Computerised and clerical processes to incorporate audit trails to enable the monitoring and analysis of payment enquiries and errors.	Incorporate audit trails in all computerised and clerical processes to enable the monitoring and analysis of payment enquiries and errors. Investigate procedural weaknesses and failures highlighted and report to School where rectification impacts on the School.	✓ ✓	✓ ✓	✓ ✓	✓ ✓
	2.4 Operate to authorised procedures covering the supply of pay data by the School.	The adoption of agreed working practices incorporating the use of sample checks to ensure forms are properly authorised.	✓	✓	✓	✓
	2.5 All pay data to be held confidentially, on behalf of the School.	Ensure confidentiality of data. Hold data in accordance with Data Protection Act requirements, and with access only granted in accordance with School defined authorisations.	✓	✓	✓	✓
	2.6 Access to records and work area.	Access to data by other organisations to conform to School procedures.	✓	✓	✓	✓

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		Data handling and reporting to be carried out in accordance with the Contractor's own defined security policy.	✓	✓	✓	✓
		Restrict access to paper records and work area to authorised personnel	✓	✓	✓	✓
3. Produce payments to employees, incorporating sickness and maternity where applicable, and applying all required statutory, non-statutory and voluntary deductions.	3.1 Assessment and calculation of gross payments (both permanent and temporary) and allowances in accordance with the relevant agreements, including occupational sickness, maternity and paternity pay (calculation and recording), overtime and bonuses.	Produce payments that accurately reflect for each employee, their notified payment calculation agreements and expenditure codes as applied to the information supplied by the School.	✓	✓	✓	✓ (27)
		Recover over payments of maternity pay where employee fails to return to work.	✓ (1)	✓	✗ (21)	
		Report sickness details to the school for relevant follow up. Check medical notes and self-certificate forms related to date of absence. Record details of absences and ensure relevant documentation received on due dates.	✓ (2)	✓	✓	
		Provide monthly/annual absence reports	✓ (2)	✓	✓	

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	3.2 Adherence to statutory provisions and defined standards.	Statutory provisions affecting the calculation and payment of employee payments, including: <ul style="list-style-type: none"> • Assessment and calculation of statutory sick pay, statutory maternity pay and statutory paternity pay in accordance with appropriate legislation. • Interpretation and application of National Insurance regulations and PAYE income tax provisions to be identified gross payments calculated for individuals paid through the payroll system. • Apply attachment of earnings orders to individual pay calculations. • Application of rules relating to jury service • Control of half pay • Working families tax credit and disabled tax credit 	✓	✓	✓	✓
	3.3 Pay advances	Produce pay advances when requested. Account for payment within the computer payroll system in the next processing cycle.	✓	✓	✓	✓
	3.4 Administer payrolls for pay period intervals of weekly and monthly, and meet the contractual paydays of staff.	Produce payrolls to support the pay periods, including tax week 53. Provide a supplementary, month 13, payroll run.	✓	✓	✓	✓

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	<p>3.5 Calculation of pension scheme contributions where employees participate in relevant schemes (Local Government and Teachers Schemes)</p> <p>Identify pensionable status of employees. For payroll purposes admit all employees to a relevant scheme based on criteria provided and notified election.</p> <p>Identify pay elements that are pensionable. Recognise within the payroll system, differential treatment of items of pay for purposes of the calculation of pension scheme deductions. Where an employee participates in a scheme, apply deduction calculations only to be defined pensionable elements of pay.</p>	<p>Apply pension scheme deduction facilities and calculation of associated employer contributions within payroll processes. Retain all necessary documentation to support such deductions. Incorporate pension scheme contributions in the calculation of pay for each employee participating in a relevant scheme.</p> <p>Correct decisions based on prevailing rules for all starters.</p> <p>Notify Teachers' Pensions Agency of all new teachers via Electronic Data Interchange (EDI) system.</p> <p>Calculate and deduct pension contributions based on correct elements of pay.</p>	<p>✓</p> <p>✓</p> <p>✗ (3)</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✗ (18)</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ (28)</p>
	<p>3.6 For each payroll processed, produce records of individual employee and employer deductions and accumulations and totals of calculated contributions for both employee and employer in the Local Government Pension Scheme and schemes other than the LGPS.</p>	<p>LGPS to be paid over by last working day of month when deductions made.</p> <p>Teachers' contributions to be paid over in time to arrive with Teachers' Pension by 7th of the month following deduction or nearest working day before where 7th is not a working day.</p>	<p>✓ (4)</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
	<p>3.8 Supply information to the Pension Fund Administrator in the form of a computerised interface.</p>	<p>Supply the required output following each payroll run.</p>	<p>✓ (5)</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>

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	3.9 Payslips to include the following items: all elements of current gross pay, all deductions, cumulative totals thereof for the tax year, method of payment, all other items as per historical practice. Copy payslips must also be provided and include all employer costs at individual level. Payslips may require enclosures.	Produce and distribute payslips in a format approved by the School for all employees every time they are paid.	✓	✓	✓	✓ (29)
	3.10 Make all corrections necessary in a timely manner.	Calculate and correct the under/over payment in accordance with the School's instructions: <ul style="list-style-type: none"> • Payment in the next main run • Manually produced payment • CHAPS payment Complete the associated adjustments to the individual's pay record. Send letter of explanation/apology to employee. Where the Contractor discovers the under/over payment notify School. Raise an invoice to recover over payment where necessary. Report any suspected fraud as soon as suspicions are aroused.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ×(22) ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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	<p>3.11 Pay changes. Apply annual increments in accordance with the provision of the national agreements for all employees notified as falling within those agreement</p>	<p>Advise School of increments due, one month in advance.</p> <p>Action for inclusion with the appropriate monthly payment where authorised by School.</p>	<p>✓ (6)</p> <p>✓ (7)</p>	<p>✓</p> <p>✓</p>	<p>✗</p> <p>✓ (23)</p>	<p>✓</p> <p>✓</p>
	<p>3.11 Provide facilities to deal with enquiries to employees and third parties by telephone and correspondence.</p> <p>Please state hours available for dealing with telephone enquiries.</p>	<p>Call logging will be operated.</p> <p>Deal with at least the following:</p> <ul style="list-style-type: none"> • Contribution Agency • Working families tax credit • Inland Revenue • Employment Services • Child Support Agency • Benefits Agency • Teachers' Pensions Agency • Legal Aid • Bank/Building Societies • Paymaster General • Solicitors 	<p>✓</p> <p>✓</p> <p>09.00-17.00 hrs Monday - Friday</p>	<p>✓</p> <p>✓</p> <p>08.30-17.00 hrs Monday - Friday</p>	<p>✓</p> <p>✓</p> <p>08.00-17.30 hrs Monday - Friday</p>	<p>✓</p> <p>✓</p> <p>08.45-17.00 hrs Monday - Friday</p>

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	3.12 Calculating car allowances and expenses	Produce travel and expense claims. Produce year end returns for Inland Revenue informing claimants of taxable benefits/allowances	✓ ✓	✓ ✓	✓ ✓	✓ ✓
	3.13 National Insurance and PAYE	Provide all necessary returns to DWP, Inland Revenue and other official bodies to meet prescribed deadlines or as required.	✓ (8)	✓	✓	✓
4. Administer voluntary deductions from employees' payments under schemes and facilities adopted by the School and payment over of voluntary and statutory deductions.	4.1 Provide routines to collect deductions through the pay calculation system. Action employee deduction requests and retain all necessary documentation to support such deductions. Incorporate collection of deductions in the calculation of the net pay of individuals where a deduction has been notified, at the current applicable rate.	Accurate and timely deduction in accordance with employee authorised instructions.	✓	✓	✓	✓
	4.2 Allow deductions to be made as individual employee values or group schemes having common tables of values. Apply the current authorized deduction values and uplift based on instructions received and test check the changes made in update processes to verify the correct application of valid rates.	Accurate and timely deduction in accordance with employee authorised instructions.	✓	✓	✓	✓

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	<p>4.3 Pay over of deductions. Deadlines are:</p> <p>Inland Revenue, Give as You Earn – 19th of the month following deduction.</p> <p>All others – last day of month when deductions made.</p>	<p>For each payroll processed, produce totals of each deductions type collected.</p> <p>Provide details to the School within the deadlines set for payments over to third parties, and provide supporting schedules for dispatch to the third party in good time to meet any deadlines</p>	<p>✓ (9)</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>5. Distribution of net payments to individuals</p>	<p>5.1 Payment methods to be supported are:</p> <ul style="list-style-type: none"> • Bank credit via BACS • Cheque <p>Action for inclusion with the appropriate monthly payment where authorised by School.</p>	<p>Ensure all new employees are paid by BACS unless specifically authorised by School to receive cheque payment.</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>
<p>6. Costing allocation of pay and oncosts</p>	<p>6.1 Facilitate the allocation and analysis of costed processed payments.</p> <p>Attach cost allocation coding to all pay items and relevant on costs.</p> <p>Provide for proportional costing to single or multiple cost centres, with the facility for itemised pay element costing for individual pay items.</p> <p>Ensure pay arrears are costed to the expenditure codes allocated at the original time of payment.</p>	<p>Data to be provided within one working day of running the payroll unless agreed otherwise with School.</p>	<p>✓ (10)</p>	<p>✓ (19)</p>	<p>✓ (24)</p>	<p>✓</p>

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	6.2 Provide information to School re estimates.	Provide information as required/requested on wages/salaries to the School for the calculation of all staffing cost estimates	✓	✓	✗	✓ (30)
7. Leaver procedures	7.1 Calculate entitlement or liability based on information received. Where payroll records indicate, advise the School of any benefits in kind or assets held by the employee. Calculate payments after leaving. Incorporate final payment within the next payroll run. Identified over payments to be notified to the School in accordance with an agreed over payments procedure.	Accurate and prompt payment to leavers (including calculation and payment of redundancy payments, verification of leave entitlement and actioning of any pay adjustment due) with no over payments caused by contractor's delay in processing documentation received in accordance with a timetable.	✓	✓	✓	✓ (31)
		Ensure record is set as a leaver and all permanent payments are cancelled.	✓	✓	✓	
		Ensure transfer to pensions payroll (where applicable) after payment of any relevant enhancement eg early voluntary redundancy, ill health.	✓	✓	✓	
	7.2 Statutory processes	Where relevant, issue and sign P45, SSP forms and release NI Certificates CF383/CF384. Complete process within the pay cycle appropriate to the receipt of final pay information.	✓	✓	✓	✓
		Record date of leaving on all applicable employee records.	✓	✓	✓	✓

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	7.3 Set up Leaver Records	Ascertain from records whether employee is entitled to gratuity pension. Obtain relevant documents from individuals. Arrange payment either as a lump sum or as a monthly pension, dependant upon terms of scheme.	✓ (11)	✓	✗ (25)	(32)
	7.4 Ensure the Local Government Pension Scheme and Teachers' Pension Scheme administrators are made aware of leavers and retirements.	Notify the Teachers' Pensions Agency and the Local Government Pension Scheme of leavers and retirements via appropriate means.	✓	✓	✓	(33)
8. Maintain payroll records in accordance with statutory requirements	8.1 Maintain records for payroll system calculation purposes, including the following: <ul style="list-style-type: none"> • All contractual pay elements to calculate pay in accordance with conditions of service agreements. • Necessary statutory items to comply with required practice. • Provision for a range of voluntary deductions to support the schemes offered by the School 	Maintain accurate records by acting upon information supplied by the School, relevant statutory and other agencies, and individuals, operating within pay period timescales relevant to information receipt.	✓	✓	✓	✓
9. Fiscal year end routines and procedures	9.1 Produce the P35 for all employees each year. Liaise with School to ensure value on return reconciles to the general ledger.	Provide fully complete P35 to School for certification at least 6 working days prior to the statutory deadline for despatch 5 working days prior to the statutory deadline.	✓ (12)	✓	✓	✓

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	9.2 Commission and manage the completion of the P11Ds for all employees each year.	Provide fully complete P11D to School for certification at least 6 working days prior to the statutory deadline for despatch 5 working days prior to the statutory deadline.	✓ (12)	✓	✓	✓
	9.3 Produce P60s for all employees in accordance with statutory requirements and dispatch them to employees.	Meet statutory timescale.	✓	✓	✓	✓
	9.4 Produce contribution returns and reconciliations for all relevant employees each year. Liaise with School to ensure value on returns reconcile to the general ledger.	Complete annual return of service for Teachers' Pension Agency, including a check to verify changes such as change in salary, change of school or move from or to part-time service. Provide fully complete return to School for certification at least 6 working days prior to the statutory deadline for despatch 5 working days prior to the statutory deadline.	✓ (12) ✓	✓ (20) ✓	✓ ✓	✓ (34)
	9.5 Local Government Pension Scheme. Produce contribution and payroll database details in respect of contributors and pensioners.	Meet timescales set by fund administrators	✓	✓	✓	✓
	9.6 Produce emolument lists in accordance with School's instructions.	All information for the year ended 31 March to be provided by 30 June following, each year.	✓ (13)	✓	✓	✓
	9.7 All information for the year ended 31 March to be provided by 30 June following, each year.	In place for commencement of new year processing	✓	✓	✓	✓

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	9.8 Ensure that Creditors and Debtors payments are accrued appropriately.	Identify items being processed at year end that may be posted in the wrong year unless adjusted, e.g. back dated salary arrears, payments claimed one month in arrears such as overtime, etc.	✓	✓	✓	✗
	9.9 Produce any other returns and reconciliations required by the LEA	Meet LEA requests and deadlines.	✓	✓	✓	✓ (35)
10. Other	10.1 Ensure doctors notes and self certification forms relate to date of absence	Check forms to verify date of absence	✓	✓	✗	✗
	10.2 Record hours for calculation of sickness/holidays for part time employees who qualify for average pay during sickness/holidays	All information checked for accuracy	✓	✓	✓	✗
	10.3 Make payment of relevant allowances as notified from time to time by the school	Meet timescales set by the school.	✓	✓	✓	✓
	10.4 Complete surveys etc including: <ul style="list-style-type: none"> • Census of employment • Form 618G (Recruitment) • Additional contribution return 	All surveys completed and checked for accuracy	✓	✓	✓	(36)
	10.5 Code salary/wage costs	Ensure all coding carried out in an accurate and timely manner	✓	✓	✓	✓
	10.6 Union facility time	Monitor time off for Union duties	✓ (14)	✓	✗	✗

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	10.7 Other Absences	Ensure staff are paid according to the relevant agreed policy.	✓	✓	✓	✓
	10.8 Release vouchers	Monitor temporary payments	✓ (14)	✓	✓	(37)
	10.9 Maternity Leave/pay – provide information to staff on options	Provide information as requested by school/staff	✓ (15)	✓	✓	✓
	10.10 Provide Trade Unions with schedule of membership	Provide within agreed timescale	✓	✓	✓ (26)	✓
	10.11 Provide estimate of costs/benefits in relation to redundancy/dismissal/early retirement	Provide within agreed timescale	✓ (16)	✓	✓	✓

<u>Capita</u>	<u>Armstrong Watson</u>	<u>David Allen</u>	<u>Lancashire County Council</u>
1. Recover from LEA on behalf of schools the cost of maternity pay. 2. Annual absence return to all schools. 3. Will investigate the use of this system. 4. Capita provide to CCC a deductions report for the payment over of all deductions for CCC schools. Cheque book schools payments over are as agreed with the school. 5. Excel format, uploaded into pension system. 6. Can be provided if requested.	17. Data can be hard copy and/or CSV format. P35 can also be filed electronically using FBI. 18. CSV files are available – if sufficient demand we would consider offering EDI. 19. Analysis reports produced with the payroll. 20. Software has a TPA module.	21. Will advise schools of amounts and action required 22. Employer's responsibility. 23. For automatic annual increments, schools to advise of others 24. Data will be provided within one week 25. Will provide relevant information to appropriate agency 26. Monthly with BACS.	27. Medical notes, self-certificate forms, documentation – further discussion with Personnel colleagues. 28. Notification to TPA of new teachers requires further discussion with Personnel colleagues. 29. Free payslip message facility enclosures by arrangements. 30. maybe subject to additional

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<p>7. Annual increments are applied automatically. 8. Inland Revue is via EDI. 9. Currently paid over by CCC. 10. Daily information is provided to CCC for LEA schools. 11. Currently actioned by Capita Pensions rather than Payroll. 12. LEA schools submitted as part of CCC P35. These are submitted using EDI. 13. Review the production of this as it is not provided currently. 14. Not currently done. 15. Currently done by Personnel. 16. Provided by Capita Pensions.</p>			<p>charge. 31. Verification of leave entitlement requires further discussion with Personnel colleagues. 32. Not done currently-require further information and discussion. 33. Requires further discussion with Personnel colleagues. 34. Service return requires further discussion with Personnel colleagues. 35. By prior arrangement. 36. Not done currently – require further discussion with Personnel. 37. Require further information.</p>
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