

Please ask for: Enid Grant  
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Date: 16/02/2017



<Name of Head Teacher/ Principal>  
<School/College>  
<Address>  
<Address>  
Leicester  
<Postcode>

Dear <Insert name>

### **Payroll, HR Administration and DBS Services to Academies**

Leicester City Council is providing your academy with a Payroll, HR Administration and DBS service. The purpose of this this letter is to notify you that Leicester City Council is giving notice that they will be exiting from providing this service provision to Academies and will ending of the contract with <Insert schools name> on 30 June 2017.

This is a decision we have not taken lightly but a decision based on the fact that Academies now have they own status in law. In the case of the Payroll, HR Administration and DBS checking service the viability of this service provision is tied into the additional work required when schools convert to academy status. This means each academy has to be treated as a separate business entity as there are no longer any statutory responsibilities, from a Tax or Pension perspective placed upon the local authority. Moving forward this is not now the focus of Leicester City Councils core business.

We wish to give you are much notice as possible in order to find an alternative service provider. We appreciate academies can procure services form whoever they wish and I cannot therefore recommend an alternative provider. However as all schools in the county are academies the County Council are fully conversant with providing a Payroll/HR Administration and DBS checking service. Should you wish to discuss this further please contact [REDACTED], Employee Service Centre Manager at [REDACTED] [@emss.org.uk](mailto:[REDACTED]@emss.org.uk).

I would like to take the opportunity to thank you for you working with us over the years and would like to ensure our continued support and help in assisting in the smooth transition to your new chosen provider.

Yours sincerely

Alison Greenhill

cc: <Insert name>, Business Manager  
Enid Grant, Head of Business Service Centre

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