

Gordon Marsden MP  
Houses of Parliament  
Westminster  
London  
SW1A 0AA

02 July 2018

Dear Mr Marsden,

**Ref PQ157051**

I understand that you have requested information in respect of the number of staff employed in payroll and non-payroll back-office functions within the Engineering Construction Industry Training Board.

As at 30 May 2018, we employed 19 members of staff (18.4 FTEs) covering back office functions. The back office functions cover administration, finance, IT, HR and communications.

Our payroll is outsourced and the payroll liaison function is carried out by our HR manager who is one of the 19 members of staff. She spends no more than 10% of her time on the payroll element of her work.

If you have any further queries, please do not hesitate to get in contact with me at the above address.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Marsden'.

Chris Claydon  
Chief Executive