

**RECORD OF DECISION TAKEN UNDER SCHEME
OF DELEGATION BY MEMBER OF SENIOR
MANAGEMENT TEAM IN CONSULTATION WITH
PORTFOLIO HOLDER/COMMITTEE CHAIRMAN**



SMT Member:	Gary Hall
Service Group:	HR
Portfolio Holder/Chairman:	Cllr Paul Foster/Cllr Matthew Tomlinson
Portfolio/Committee:	Leader of the Council/Cabinet Member(Finance, Property and Assets)

Subject: Upgrade of current HR system to a hosted environment

- Decision:**
1. To upgrade the HR system and use £9,500 capital funds from the ICT unallocated fund for the implementation associated with this upgrade and add £5,188 to the ICT Revenue Budget per annum from 2020/21 onwards.
 2. To enter into a 27 month contract for the upgraded system at a cost of £61,000

Details and Reasoning:

The current contract for the HR system will expire on 31 March 2020. The current system is on outdated Technology which is due to be de-supported by Microsoft in January 2020.

Hosting the upgraded HR solution is in line with Council's Digital to Improve programme which will allow connection to the application off site promoting agile working.

This gives us the opportunity to consider the organisational requirements of a HR system and the feasibility and potential to integrate with payroll services.

A scoping exercise regarding the HR/Payroll system requirements was carried out with a cross department group of managers, team leaders and staff in 2018. A number of key principles were agreed in terms of the system functionality and requirements. However, with an agreed way forward regarding shared services it was important to explore a long term HR/Payroll solutions with Chorley Council colleagues.

Various options have been considered including: for South Ribble to procure a new HR/Payroll solution which would allow Chorley to come on board with at a later point; a temporary arrangement for South Ribble Council to join with Chorley's payroll arrangements, and a temporary solution for South Ribble which would then allow sufficient time for the two HR teams to scope both organisational requirements, enter a procurement process and then implement a long term solution which satisfied the needs of both Authorities.

Access Group (the current HR system providers) demonstrated their upgraded version of the system in August. The additional functionality of the system will enhance the HR transactional process and will generate significant improvements on the current system.

Given the lack of viable options at this moment in time, the most appropriate solution is to upgrade the HR system with the current provider and enter into a short term 27 month contract for this system. Therefore allowing sufficient time for a joint scoping and procurement exercise.

The payroll has been delivered satisfactorily by BTLs for a number of years and it is considered appropriate to extend this arrangement at the end of the current contract to be in line with the HR system contract.

The implementation costs of £9,500 are to be funded from the ICT unallocated capital budget.

The annual cost of the upgraded system is £23,437 per annum, the annual cost of the current system is £18,249 therefore an additional £5,188 needs to be added to the ICT Revenue per annum from 2020/21.

The cost over the 27 month term for the upgraded system will be approx. £61,000.

A waiver of relevant Contract Procedure Rules will be obtained – prior to the entering into of any contract – via our electronic waiver system. This will involve sign off from the Portfolio holder, relevant director, legal and finance.

**Wider Implications
(including Financial, Legal,
Equality and Risk):**

It is imperative that the council has a suitable HR system to safely store all employee details and provide management information.

**Report attached?
Exempt from publication?
If exempt, give reason(s):**

No
No

Signed:

J. Blundell
Date: 7/11/19

Financial
Management

[Signature]
Date: 7/11/19

Legal
Services

[Signature]
Date: 7/11/19

SMT Member

[Signature]
Date: 07 Nov 2019.

Portfolio
Holder/
Chairman