

Meeting: Cabinet **Date:** 19 March 2024

Wards affected: All wards within Torbay

Report Title: Human Resources Information System Procurement

When does the decision need to be implemented? As soon as possible.

Cabinet Member Contact Details: Councillor Jackie Thomas, Cabinet Member for Tourism, Culture & Events and Corporate Services, jackie.thomas@torbay.gov.uk

Director Contact Details: Matthew Fairclough-Kay, Director of Corporate Services, Matthew.Fairclough-Kay@torbay.gov.uk

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval to award the Payroll & HR system to a supplier on the G-Cloud framework, subject to the outcome of the procurement exercise.
- 1.2 The current contract comes to an end on 26 December 2026. It is critical for service delivery that the Council has an appropriate supplier in place to deliver the payroll requirements, which have been appropriately procured.
- 1.3 The intended outcome is that the Council has a new contract with the preferred supplier which meets our organisational and legislative requirements.

2. Reason for Proposal and its benefits

- 2.1 The recommendation in this report will ensure we deliver a payroll service through the agreed framework.
- 2.2 By agreeing to move forward with this process we will be able to continue to pay Torbay Council employees, Partners (arm length companies) and external customers, without interruption.
- 2.2 The reasons for the decision are if the Council does not have a payroll supplier in place, we will not be able to pay Torbay Council employees, partners (arm length companies) and

external customers which will impact on service delivery and discharging some of our statutory functions.

3. Recommendation(s) / Proposed Decision

- 3.1. **That the Director of Corporate Services be given delegated authority to approve the contract for the Human Resources Information System identified through the procurement process to ensure a seamless transition for the payroll service.**

Appendices

None

Background Documents

None

Supporting Information

1. Introduction

- 1.1 We currently have a contract with our supplier, Zellis, that ends on 26 December 2026.
- 1.2 Due to the length of implementation the contract will need to be re-procured and the approval is being sought to allow the Council to commence the process.

2. Options under consideration

- 2.1 No other options are being considered.

3. Financial Opportunities and Implications

- 3.1 The proposal is to procure via the GCloud framework and as such the supplier list is reduced to allow a more streamlined procurement experience. This allows for a 4 year contract to be awarded. The current contract value is £85,389 per annum which is based on an on-premises license, however best practise is now recommended as a cloud-based solution which is the only offering most suppliers now make. Based on costs coming from pre-procurement soft market testing, funding will be available in year (24/25) using existing revenue budgets and the IT revenue reserve for one off costs. Should the on-going cost be greater than the existing budget, provision will need to be made in future years budgets.

4. Legal Implications

- 4.1 The contract is being procured in line with the Council's procurement policies and procedures.

5. Engagement and Consultation

- 5.1 Engagement will be carried out with service areas that are impacted by the solution and the data provided to seek views and opinions of their requirements to ensure they can be accommodated when the current procurement exercise commences. This feedback will be considered when shaping the Procurement tender documentation, to ensure that the Council has a supplier in place that is fit for purpose and meets organisational need.

6. Purchasing or Hiring of Goods and/or Services

- 6.1 The procurement will be undertaken with full support and advice from the procurement team and Social Value has been incorporated into the process and contracting requirements.

7. Tackling Climate Change

- 7.1 Remote working and cloud based working means that Payroll and Supplier Consultants no longer have to travel to Torbay as work on the system can be completed remotely, which will have a positive impact on our carbon footprint as an organisation.

8. Associated Risks

- 8.1 The risk of not awarding a contract is significant. If we are unable to continue to perform our payroll responsibilities, we will be unable to fulfil all of our statutory duties.

9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			Neutral Impact
People with caring Responsibilities			Neutral Impact
People with a disability			Neutral Impact
Women or men			Neutral Impact
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			Neutral Impact
Religion or belief (including lack of belief)			Neutral Impact
People who are lesbian, gay or bisexual			Neutral Impact
People who are transgendered			Neutral Impact

People who are in a marriage or civil partnership			Neutral Impact
Women who are pregnant / on maternity leave			Neutral Impact
Socio-economic impacts (Including impact on child poverty issues and deprivation)			Neutral Impact
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			Neutral Impact

10. Cumulative Council Impact

10.1 None.

11. Cumulative Community Impacts

11.1 None.