

**TO: EXECUTIVE MEMBER FOR TRANSFORMATION AND FINANCE
5 SEPTEMBER 2014**

**HR/PAYROLL SYSTEM REPLACEMENT
Borough Treasurer**

1 PURPOSE OF REPORT

1.1 To approve the contract award for the HR/Payroll system replacement.

2 RECOMMENDATION(S)

2.1 That the Executive Member approves the contract award for the HR/Payroll System Replacement to Tenderer F in accordance with the attached Confidential Appendix A.

3 REASONS FOR RECOMMENDATION(S)

3.1 It is a requirement of Contract Standing Orders that the Executive Member approves contracts with a value in excess of £400,000.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 Options were considered as stated in the Procurement Plan.

5 SUPPORTING INFORMATION

5.1 A replacement HR & Payroll system is needed to ensure the Council's business processes are as efficient as possible. This will allow the introduction of a more modern and streamlined system which will reduce inefficient and costly manual interventions and incorporate innovations such as employee self service and electronic payslips. In essence the current set up is inefficient in execution so removing the inefficiencies inherent in the old system, through a combination of process improvement and compatible software will provide a beneficial and cost effective solution for the Council.

The project will comprise two distinct phases. The first will be to replace the core HR and Payroll system before the current contract expires in August 2015. The second phase will consider wider system modules e.g. training, appraisals, leave and flexi time where there are demonstrable business benefits.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Borough Solicitor has advised on the drafting of contract documents, the procurement process to be followed and on the evaluation of tenders received.

Compliance has been made with the Council's Contract Standing Orders and with the Public Contracts Regulations.

Borough Treasurer

- 6.2 There is sufficient budget (Capital and Revenue) to meet the costs of implementation and long-term running of the contract with the chosen supplier.

Equalities Impact Assessment

- 6.3 An Equalities Impact Assessment has been completed and no negative equality impact is directly associated with this contract.

Strategic Risk Management Issues

- 6.4 A risk register has been drafted and will be updated throughout the life of the project. Price stability over the maximum contract term is a risk that will be considered within the contract terms and conditions

Head of Procurement

- 6.5 This procurement exercise was conducted in accordance with the Procurement Plan and the published tender evaluation criteria. No further comments.

7 CONSULTATION

Principal Groups Consulted

- 7.1 HR/Payroll Project Board, HR/Payroll Project Team, Legal, Finance and Procurement.

Method of Consultation

- 7.2 Highlight reports compiled for the monthly Project Board meetings. Regular project team meetings held. All project papers e.g. highlight reports, minutes etc, are on a shared drive.

- 7.3 Background Papers

Confidential Annex A

Procurement Plan

Contact for further information

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