

EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L22 24/25

Decision	
1	Title of decision: Procurement of a new HR & Payroll Contract to replace Core HR
2	Decision maker: Councillor Tudor Evans OBE (Leader of the Council)
3	Report author and contact details: Chris Squire (Service Director HR and OD) chris.squire@plymouth.gov.uk
4	Decision to be taken: <ol style="list-style-type: none"> 1. Approves the required Core HR replacement as set out in briefing paper 2. Allocates £958,000 to the capital programme financed by corporate borrowing 3. Delegates the award of contract(s) to Service Director (HROD) where they would not already have the authority to do so in the scheme of delegation.
5	Reasons for decision: <ol style="list-style-type: none"> 1. The Council requires a Payroll & HR Management system, which it currently accesses through Delt Shared Services as Plymouth City Council's payroll provider. The contract for the existing Payroll & HR system will expire in March 2025 and there is no option to extend this. A new procurement is therefore required to ensure payroll services are maintained as part of the main Delt service contract 2. To deliver a comprehensive web-based HR/Payroll solution utilising self-service and incorporating integration across a range of HR and Payroll activities. 3. Act as a platform to replace other HR systems, reduce cost and improve establishment modelling.
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1. Extend the current contract/provision. Rejected - The current payroll & HR system expires on 31 March 2025 and cannot be extended. 2. PCC to run the procurement process on behalf of its payroll provider (Delt Shared Services). This was rejected as it is more efficient for Delt to procure a system and to run the contract with the supplier. 3. Select an alternative provider. Delt has run a procurement process and Midland iTrent were the successful bidder.
7	Financial implications and risks: Re-procurement of this service from another provider and implementation of the new system is expected to cost £958,000. This includes license costs and project staffing This will be funded from corporate borrowing which will be included within 2025/26 medium term financial plan.

	The Council needs a HR and payroll system to ensure the continuity of service to all PCC staff. The current system will not be available from April 2025. The borrowing costs associated with the investment have been modelled in the current Medium Term Financial Plan.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million annually
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Spending Money Wisely – the new system will save money in the long-term, provide greater scrutiny and control of budgeted establishment, and potentially replace other HR systems Empowering and engaging our staff – improved access to personal data.		
10	Please specify any direct environmental implications of the decision (carbon impact)	There are no environmental implications arising from this decision.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sue Dann (Cabinet Member for Customer Services, Sport, Leisure & HR, and OD)		
13c	Date Cabinet member consulted	27 February 2024		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Chris Squire	
		Job title	Service Director for HROD	
		Date consulted	10 October 2024	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS44 24/25	
		Finance (mandatory)	DJN.24.25.072	
		Legal (mandatory)	LS/00001312/1/ AC/3/9/24	
		Procurement (if applicable)	N/a	
		Corporate property (decisions involving Council owned land or facilities) (if applicable)	N/a	
		Human Resources (if applicable)	N/a	
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equality Impact Assessment		
	C	Climate Impact Assessment		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		No	X	publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	29 October 2024				
Print Name	Councillor Tudor Evans OBE (Leader of the Council)							