

**TELFORD & WREKIN COUNCIL**

**REPORT AND DECISION NOTICE OF OFFICER KEY**

**DECISION TAKEN ON 29 APRIL 2022**

**PUBLISHED ON 5 MAY 2022**

**PROCUREMENT OF HR AND PAYROLL SYSTEM**

This **Key Decision** was taken by Ken Clarke, Director of Finance & H.R., being the appropriate Officer under Delegated Powers in compliance with the Council's Constitution

The **Key Decision** related to the following identified item contained within the Council's **Notice of Key Decisions** as published on 27 APRIL 2022.

**PROCUREMENT OF HR AND PAYROLL SYSTEM**

**INFORMATION**

Procurement using a Crown Commercial Services Framework of a HR and payroll system for use by the Council for our own employees and employees of external customers.

The Council's ICT, HR, Payroll and procurement teams carried out an exercise to review providers on the Framework and only one was able to meet the needs of the Council. That provider confirmed that its costs were due to increase imminently. By entering into the contract promptly the Council's costs of provision of this system are reduced. Due to the time constraints involved, it was not possible to provide the usual notice of such a decision being made.

**Legal Implications**

The Director of Finance and HR has delegated authority under the Council's Constitution to take this decision. All legal requirements, including notification of the relevant scrutiny Chair, have been undertaken prior to the decision being taken. This decision is a case of special urgency. Given the date by which this key decision must be made, to benefit from current pricing arrangements, compliance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 is impractical.

**Financial Implications**

The approved capital programme and the HR and Payroll system reserve contain sufficient funding for the associated one-off costs of moving to the new cloud based version of Resourcelink. The revenue cost will be accommodated as a commitment within future Medium Term Financial Strategies.

### **Alternative Options Considered**

The Director: Finance and HR was advised by the Procurement team that the only provider available on the market which was able to meet the needs of the Council was the one to which this decision relates. Therefore, there was no viable alternative to be considered by the Director when making this decision.

**DECISION** – To award a contract for an initial period of 2 years through the Resourcelink HR and Payroll system to Zellis through the Crown Commercial Services Procurement Framework.

**Further Information/Contact** – This decision is a case of special urgency. Given the date by which this key decision must be made, compliance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 is impractical. Having obtained the agreement of Councillor Stephen Reynolds, the Chair of the Business & Finance Scrutiny Committee, in accordance with Regulation 11, the decision will take effect on 29 April 2022. In light of the circumstances described above, the Chair also agreed to waive call-in in respect of this decision.

**Signed:**

A handwritten signature in black ink, appearing to read 'Anthea Lowe', written in a cursive style.

**Anthea Lowe**

**Director: Policy & Governance**

**Dated: 29 APRIL 2022**