WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Corporate Services Committee: 28 March 2007
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**Subject: Procurement and Implementation of the HR Management
                Information System**

1.   Purpose

1.1   This report seeks to update the Committee on the progress being made to
       specify and procure an HR Management Information System in line with the
       timescales indicated within the Best Value Improvement Plan.

2.   Background

2.1   The purchase and implementation of a workforce management system has
       been identified and agreed as an immediate priority through the Best Value
       Audit Action Plan. West Dunbartonshire Council currently does not have a HR
       Information system in place and this puts the Council at considerable
       disadvantage in managing its human resources. This has been highlighted in
       the recent Best Value Audit Report and through the strategic risk analysis
       undertaken by the internal auditors. This requires to be addressed as an
       immediate business priority in order to manage the workforce effectively and
       assist in future workforce planning.

2.2   The process of human resource management has undergone a technological
       revolution in the past 10 years and all aspects of HR management can now be
       improved significantly through the use of information technology and the
       management and analysis of information.

3.   Main Issues

3.1   The procurement and implementation of an HR Management Information
       system is a significant project for the Council and has the potential to not only
       improve people management practices and performance reporting but also to
       deliver real efficiencies in administrative processes. It is however critical that
       the system is fully integrated with payroll to capitalise on this potential.

3.2   The establishment of a Project Team has been approved and adverts have
       been placed for the role of Project Manager, Project Officer and Admin
       Assistant. Interviews are scheduled and it is anticipated that this team will be
       in place and operational by the beginning of June.

3.3 In the meantime a small working group has been established with representation from Personnel, Finance, ICT and Business Development to undertake an initial scoping exercise to examine options and determine the initial viability of purchasing a stand alone system or exploring opportunities for a shared service. The team has undertaken a number of visits to external organisations to look at a range of systems and this information will be used to draw up a detailed specification document to support the tendering process.

3.4 A Project Initiation Document has also been developed which outlines arrangements for the establishment of a Project Board and Steering Group.

3.5 The role of the project Board will be to:-

- Authorise the project initiation/mandate and any subsequent changes
- Review control of project costs and timetable
- Review workplans and progress
- Resolve strategic risks and issues
- Ensure project objectives are realised

3.6 The role of the Project Steering Group will include:-

- Review and facilitation of progress
- Co-ordination of delivery of the project
- Resolution of operational risks and issues
- Production of reports

3.7 The Project Initiation Document is currently a high level document and more detail on milestones and deliverables will be made available once the actual Project team is in place. It is anticipated that the life of the project will be two years.

4. Personnel Issues

4.1 Although a dedicated Project Team has been established to drive this project forward significant input will continue to be required from within existing Personnel Teams, Finance and ICT and Business Development staff.

5. Financial Implications

5.1 Project costs will be determined through the project scoping exercise but this is currently estimated to be in the region of £300,000 including resources, training and migration of any current system data. Purchase of any system will ultimately be subject to a comprehensive procurement exercise and hardware costs, associated database engine licences, backup media and software costs will be determined through this process.

6.   Risk Analysis

6.1   The Project Initiation Document has identified risks associated with the project but none of these are deemed to be of high risk or require to be the subject of a formal risk assessment

7.   Conclusions

7.1   The project scoping is progressing the initial phase of the project thus enabling the project group to begin its work on specifying, procuring and implementing a fully integrated Payroll and HR Management Information System

8.   Recommendations

8.1   The Committee is asked to note the contents of the report.

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David McMillan
Chief Executive
Date: 15 March 2007

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Appendix: Nil

Background Papers: Nil

Wards Affected: No wards are affected