

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Executive

Tendering Committee: 19th December 2007

Subject: HR/Payroll System

1. Purpose

- 1.1 This report is to advise Committee of the issue of a tender for the procurement of an integrated HR/Payroll system in line with the requirements of best value and efficient government.

2. Background

- 2.1 There is a requirement for the provision of an efficient and effective management information system to assist the Council in proactive workforce planning.
- 2.2 A budget was allocated to the project to procure an HR system; however, following the initial Project Board meeting it was agreed that it would be of best value to procure an integrated HR/Payroll system.
- 2.3 In addition, the Improvement Services identified that Inverclyde Council was about to undertake a similar tendering process and recommended that shared service options with other Local Authorities be explored.
- 2.4 A joint project with Inverclyde, Perth & Kinross is now underway and agreement has been reached to issue the tender through the OJEU restricted procedure.

3. Main Issues

- 3.1 There have been a range of challenges in finalising documentation that meets the needs of all 3 Councils and satisfies Legal and Procurement regulations. It is anticipated that the PQQ will be issued before the end of December 2007.

4. Personnel Issues

- 4.1 There are no personnel issues.
- 5.1 There will be a requirement for additional funding for the project as a result of the inclusion of Payroll and the involvement in a 3 Council project. A report will be submitted to Corporate Management Team and Council in due course and prior to any tenders being considered or accepted.

6. Risk Analysis

6.1 A full risk log will be undertaken throughout the project, but an initial analysis of the project has identified the following risks:-

- Failure to implement a system will have a detrimental impact on the ability of the Council to meet its statutory requirements or to improve the Workforce planning process
- The 3 Council project needs full Project Governance, Project Brief and Memorandum of Understanding documentation agreed and in place to protect the interests of all parties
- Agreement on the scope of the joint project will impact on the timescales and costs
- Logistical implications for meetings and management of the joint project will impact on the timescales and costs

Measures will be put in place to mitigate or minimise these risks as far as possible.

7. Conclusions

7.1 The tendering exercise has been undertaken in line with the 3 Councils' tendering procedures and with the assistance of the Procurement and Legal teams. The tender will be issued under the auspices of the Lead Council –Inverclyde.

8. Recommendations

8.1 It is recommended that the Tendering Committee supports the proposal to submit the HR/Payroll Management Information System to a tender exercise in line with the current tendering process.

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David McMillan
Chief Executive
Date: 14 December 2007

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Appendices: N/A

Background Papers: Report to Council, December 2006; Report to CMT, February 2007; Report to Corporate Services Committee, March 2007.

Wards Affected: None