

SHEFFIELD CITY COUNCIL

INDIVIDUAL CABINET MEMBER DECISION RECORD

The following decision was taken on 27 February 2017 by the Cabinet Member for Finance and Resources.

Date notified to all members: Friday 3 March 2017

The end of the call-in period is 4:00 pm on Thursday 9 March 2017

Unless called-in, the decision can be implemented from Friday 10 March 2017

1. **TITLE**

Human Resources & Payroll Services System Delivery

2. **DECISION TAKEN**

(i) That the Cabinet member for Finance and Resources approves the strategic approach for the future delivery of HR & P Systems to the Council enabling the timely in-source of the Capita HR & Payroll Services; and

(ii) that the Cabinet Member for Finance and Resources delegates the power to complete this process to the Executive Director of Resources, on the basis that:

- The most suitable delivery option is selected in line with the above.
- That the new process is actively managed throughout by the existing Human Resources Client Management team with support from Finance & Commercial Services & BCIS (Transformation & ICT).

3. **Reasons For Decision**

The reason for the Cabinet Member for Finance and Resources to grant delegated authority to the Executive Director of Resources to determine the future of HR Systems, is that the Business Services Review undertaken by the Resources Portfolio identified that the delivery of the Human Resources and Payroll function would be best undertaken in-house to ensure the optimum performance for the Council.

The new delivery model will retain (in the main) the Council's core (and current outsourced) workforce to ensure minimum impact across all Portfolios whilst maximising value for money and delivering long term benefit which can contribute to the Councils 'income gap'.

To facilitate this outcome the HR & Payroll employees transferring into the Council will require access to the relevant HR Systems. At the point when the currently outsourced Capita HR & Payroll services are in-sourced the HR Systems will also transfer to the Council under the terms of the contract termination. Therefore the Council wishes to take this opportunity to review its HR Systems delivery options.

A number of HR Systems delivery models have been considered as part of the Options Appraisal for the Business Services Review and this work now needs completing to facilitate the timely in-source of the current Capita HR & Payroll Services.

4. **Alternatives Considered And Rejected**

Options

A number of options are being considered as part of the HR & P Systems Review and these are:

Option 1: Capita still deliver systems and support locally via Capita LGS rather than current arrangement via Capita HR Solutions

Option 2: Contracts novate to SCC and support is provided by Capita LGS

Option 3: Procure A.N. Other Partner provider to deliver systems and support

Option 4: Complete novation of the Northgate contract to SCC and contract directly with Northgate

Option 5: Contract with another Local Authority to Provide Support (Via Northgate)

Option 6: Cancel contract with Northgate and obtain system via another Local Authority

Option 7: Procure a full HR and Payroll system via a shared service arrangement with another Local Authority

5. **Any Interest Declared or Dispensation Granted**

None

6. **Respective Director Responsible for Implementation**

Acting Executive Director, Resources

7. **Relevant Scrutiny Committee If Decision Called In**

Overview and Scrutiny Management Committee