

SHEFFIELD CITY COUNCIL
OFFICER DECISION RECORD

The following decision was taken on 03 April 2024 by the Chief Operating Officer.

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| Date notified to all members: 09 April 2024 |
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1. **TITLE**

HR & Payroll System Contact / Learning Management System Contract

2. **DECISION TAKEN**

That the Chief Operating Officer approves the commissioning of the HR & Payroll system and a Learning Management System from an external provider over a period of 4 years and for an estimated maximum value of £1.6m, as set out in this report.

3. **Reasons For Decision**

To commission an external provider to provide the HR & Payroll system and Learning Management System for 4 years for an estimated value of £1.6m to:

- ensure continued access to a HR & Payroll system that supports Human Resources service delivery requirements.
- ensure all prospective employees, employees, ex-employees and elections officials have relevant access to a HR & Payroll system to carry out required tasks and view appropriate information.
- ensure all prospective employees, employees, ex-employees and elections officials have relevant access to a Learning Management System to carry out required learning and access development opportunities.

4. **Alternatives Considered And Rejected**

Other options considered and discounted as part of this proposal:

- To not purchase HR & Payroll and Learning Management System Services – this option was discounted as the Council is required to payroll its employees, gratuities and elections officials and train employees to a required standard. A systems approach is deemed the most cost effective and efficient way of achieving this requirement.
- To deliver the Service in-house – this option was discounted as the Council does not possess the skills, experience and technology required to build its

own HR & Payroll and Learning Management systems.

5. **Documents used in making decision:**

Appendix A – Contract Costs (Confidential)
Appendix B – Equalities Impact Assessment
Appendix C – Climate Impact Assessment

6 **Any dispensation granted by the Head of Paid Service**

None

7. **Respective Director Responsible for Implementation**

Director of People and Culture