

ITEM 19: APPENDIX N

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 APRIL 2014

Title:

PROVISION OF PAYROLL SERVICES

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

Note pursuant to Section 100B (5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in paragraphs 1 and 3 of the revised Part 1 of Schedule 12A of the Local Government Act 1972, namely:-

- Information relating to an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

The purpose of this report is to present a proposal to implement an alternative way of providing payroll services for the Council to strengthen resilience and expertise in the service and to achieve better value for money.

How this report relates to the Council's Corporate Priorities:

This report proposes a measure that would add additional resilience to a key support function and make a cost saving. This supports the corporate priority of Value For Money.

Resource and legal Implications:

This project would involve paying Epsom and Ewell Borough Council an annual fee for running the payroll service. This would be instead of paying a Waverley employed payroll officer. The figures are subject to final agreement so are included in the (Exempt) Annexe.

Introduction and Background

1. Waverley currently works in partnership with Tandridge Borough Council who host our payroll system. There have been issues with recruitment to the Payroll and Employee Services Manager post and it is currently vacant so the Employee and Business Services Manager has been covering the duties temporarily. Even with a fully trained person in this post, we still have limited service resilience with just one payroll expert in house. This causes issues with absence cover as specialist technical skills and knowledge are needed.

2. To address this service resilience issue, officers have recently looked at alternative ways to provide our payroll service that would put us on a more robust footing for this key service in the future. Epsom and Ewell BC have provided a similar payroll bureau service to Tandridge and Mole Valley Councils for a few years and they are looking to develop a partnership relationship with a further partner authority. Officers met with Epsom and Ewell and they set out their proposal.
3. The key benefits of this arrangement would be:
 - having a hub of iTrent experts within one authority
 - working on multiple payrolls and the associated economies of scale
 - the provision of greater service resilience; whilst also providing the same passion, pride and accuracy to their work that we are accustomed to.
 - Cost saving
4. Waverley would still retain its employee services support team who would process the input and Epsom would undertake the technical payroll work and run the payroll. Access would be via secure access to the Tandridge host so sensitive payroll information would be protected. The finance implications are included in the (Exempt) Annexe.

Recommendation

It is recommended that the Executive agree to:

1. transfer the provision of Waverley's payroll processing function to Epsom and Ewell Borough Council on the terms set out in this report, subject to satisfactory completion of a Service Level Agreement;
2. the staffing matters set out in the (Exempt) Annexe; and
3. delegate the agreement of the detailed Service Level Agreement to the Director of Finance and Resources in conjunction with the Portfolio Holder for Finance.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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