

Notice of Special Urgency Forthcoming Key Decision

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – Regulation 11

Subject:	Software Contract for Payroll and HR Administration
Purpose:	To delegate authority to Award a Payroll Software Contract
Decision Maker:	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Contact Officer:	Robin Taylor, Executive Head of Organisational Development robin.taylor@waverley.gov.uk
Notice Published:	20 September 2023
Expected Decision Date:	Thursday, 21 September 2023
Urgent?	Yes
Reason for Urgency:	<p>The making of a decision on the Software Contract for Payroll and HR Administration by the Leader of the Council is urgent and cannot reasonably be deferred for the following summary reasons:</p> <p>The existing software contract for payroll and HR administration expires on 30 September 2023 The unanticipated expiry of the preferred procurement framework agreement Delays in the provision of information from the contractor Approval is required before the expiry of the contract and cannot be reasonably deferred.</p>
Documents to be submitted to the Decision-Maker:	Report (Exempt)
Agreement in	The Report was submitted to Cllr Peter Martin, Chairman of Overview and

accordance with Regulation 11(a):

Scrutiny - Resources by email on 20 September 2023 and agreement was obtained that the matter satisfies Regulation 11, Special Urgency.

Call in:

In accordance with Overview and Scrutiny Procedure Rule 11.4 the call-in procedure shall not apply where the decision is urgent. The Mayor, in conjunction with the Monitoring Officer, agreed on 20 September 2023 both that the decision proposed was reasonable in all the circumstances and to it being treated as a matter of urgency.