

To: All Members

Ben Bix, Democratic Services Manager

Legal & Democratic Services

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Date: 20 September 2023

Executive - Leader's decision

Dear Councillors

The Leader of the Council will consider the attached EXEMPT report on THURSDAY, 21 SEPTEMBER 2023

Yours sincerely

Susan Sale,
Executive Head of Legal & Democratic Services & Monitoring Officer

AGENDA

1. AWARD A SOFTWARE CONTRACT FOR PAYROLL AND HR ADMINISTRATION (Pages 5 - 6)

The making of a decision on a 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:

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.

Special Urgency - The Report was submitted to Cllr Peter Martin, Chairman of Overview and Scrutiny - Resources by email on 20 September 2023 and agreement was obtained that the matter satisfies Regulation 11, Special Urgency.

A notice of Special Urgency was published on 20 September 2023. [Software Contract for Payroll and HR Administration - Waverley Borough Council](#)

**For further information or assistance, please telephone
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