



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

**Decision of Cllr Paul Follows, Leader of the Council and Portfolio Holder  
for Policy, Governance and Communications – 21 September 2023**

**Delegated Authority to Award a Software Contract for Payroll and HR  
Administration**

<p><b>Record of Decision:</b> That authority be given to the Executive Head of Organisational Development to award a Software Contract for Payroll and HR Administration</p>
<p><b>Decision made by:</b> Councillor Cllr Paul Follows, Leader of the Council and Portfolio Holder for Policy, Governance and Communications</p>
<p><b>Summary:</b></p> <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> <ul style="list-style-type: none"><li>• The existing software contract for payroll and HR administration expires on 30 September 2023</li><li>• The unanticipated expiry of the preferred procurement framework agreement</li><li>• Delays in the provision of information from the contractor</li><li>• Approval is required before the expiry of the contract and cannot be reasonably deferred.</li></ul>
<p><b>Declaration of Disclosable Pecuniary Interests:</b> None</p>
<p><b>Key Decision?:</b> Yes</p>
<p><b>Reason For Decision:</b> To enable the continuance of Payroll software arrangements</p>

<p><b>Consultation with:</b>  Executive Members: All  Chairman of Overview and Scrutiny – Resources, The Mayor  Officers: Monitoring Officer, Borough Solicitor, HR Manager, Executive Head of Organisational Development</p> <p>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.</p>			
<p><b>Alternative Options Considered:</b> an alternative viable procurement framework was discounted on the basis of being considerably more costly.</p>			
<p><b>Other Matters Considered:</b></p>			
Legal Implications	✓	Financial Implications	✓
Climate Change /Sustainability Implications	✓	Equality and Diversity Implications	✓
Community Safety Issues	✓	Human Resource Implications	✓
Key Risks	✓	Other	✓
<p><b>Background Papers:</b></p> <ul style="list-style-type: none"> <li>Exempt report.</li> </ul>			
<p><b>Contact Officer:</b> Robin Taylor, Executive Head of Organisational Development  <a href="mailto:Robin.taylor@waverley.gov.uk">Robin.taylor@waverley.gov.uk</a></p>			
Call-in	<p>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.</p>		

Handwritten signature of P. D. Follows in black ink, with a horizontal line underneath the name.

**Signed:**

**Date:** 21.09.23

**Name:** Cllr Paul David Follows

**Role:** Leader, Waverley Borough Council

If you have any questions about this decision please email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk)