

BOLSOVER / NORTH EAST DERBYSHIRE DISTRICT COUNCIL

**RECORD OF DECISION TAKEN BY THE
JOINT EXECUTIVE DIRECTOR, TRANSFORMATION**

19 AUGUST 2015

Appointment of Frontier Software to assist with the HR and Payroll system upgrades

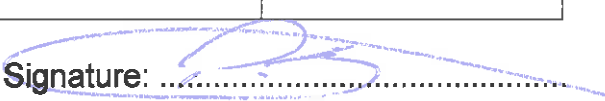
Authority for decision	Decision	Reasons	Alternative options considered and rejected	Conflicts of interest and any dispensation
<p>9 General powers delegated to all Executive Directors and Assistant Directors</p> <p>9.1 To exercise within approved budgets all matters of day to day administration and operational management of the services and functions for which they are responsible.</p> <p>9.13 To deal with procurement matters acting at all times within the Council's Financial and Contract Procedure Rules.</p> <p>9.16 To commission goods, services and works within approved budgets</p>	<p>The appointment of Frontier Software as management consultant to assist with a major upgrades to the HR and Payroll System provided by Frontier Software.</p>	<p>There is a need to engage assistance from the supplier as consultants in the implementation of the major upgrades of the BDC and NEDDC HR and Payroll system. This will allow the successful processing of the payroll beyond 1st April 2016.</p> <p>This will be achieved through a call off contract to the value of £30k split equally across both Councils. This will be funded from the £10k systems budgets already in the HR & Payroll budgets at BDC and NED (£20k total). The remaining £10K will be funded from the resource budgets put in place under an</p>	<p>Tender – rejected as the consultancy is to be provided by the system supplier and no one else will have the expertise and knowledge to support the Council in implementing the multiple upgrades required.</p> <p>Use internal resources – the team do not possess the specialist expertise and skills required to effectively implement the project and it would place both Councils in a high risk position in terms of service delivery.</p>	<p>None</p>

		<p>earlier delegated decision at both BDC and NED (£5k each respectively).</p> <p>The use of support from the Frontier will enable the Council to correctly and efficiently implement fundamental changes to the HR & Payroll System and associated processes within required timescales, minimising risk of failing to process payment of salaries to all stakeholders.</p> <p>Project management co-ordination together with technical support will be provided by Frontier Software enabling effective use of internal resources to facilitate the major system upgrade whilst ensuring day to</p>		
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		day operations continue to function with minimal disruption.		
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Please complete the following where relevant:

Key Decision?	Confidential/ Exempt (if yes, please state paragraph)?	Do General Exception or Special Urgency Rules apply to this decision?	Consultation has taken place with the Section 151 & Monitoring Officer?	The Leader, Deputy Leader or relevant Portfolio Member have been consulted?
Yes/No	Yes/No (Paragraph*)	Yes/No	Yes/No	Yes/No

Authorising Signature: 

Job title: Joint Executive Director of Transformation.

To be completed by PA to Director of Transformation:

Unique Reference Number: NEDDC DD/124/15/PH
 BDC DD/089/15/PH

Date decision may be implemented following call in (if necessary):

Circulation to:

Councillors
 Chief Executive
 Monitoring Officer
 Section 151 Officer
 Scrutiny Officer
 Internal Audit

