

REPORT TO THE MEETING OF THE EXECUTIVE 13 APRIL 2011

PORTFOLIO: PORTFOLIO HOLDER FOR FINANCE AND RESOURCES

REPORT FROM HEAD OF FINANCE

SUBJECT: PROVISION OF PAYROLL SERVICE TO CASTLE POINT BOROUGH COUNCIL

1 DECISION BEING RECOMMENDED

- 1.1 To note the progress in providing payroll services to Castle Point Borough Council.

2 REASON FOR RECOMMENDATION

- 2.1 In November 2010, Castle Point Borough Council accepted this Authority's proposal for the provision of its payroll services with effect from 1 April 2011 under a Service Level Agreement (SLA). The income stream was agreed by Council as part of the budget process and this report provides further detail on the progress of the agreement.

3 SALIENT INFORMATION

- 3.1 Since November our payroll department has been working closely with Castle Point Borough Council and Essex County Council (the current providers) to obtain all required information on the payroll system to enable parallel runs of the payroll.
- 3.2 Although there were some issues with the quality of data received, these have been resolved and the database is now created, with the first parallel run made in February as scheduled. There were some issues but the success rate was higher than expected.
- 3.3 On April 1, Rochford District Council took over responsibility for the payroll function.

4 RISK IMPLICATIONS

- 4.1 There is a potential reputational risk if the Council is unable to fulfil its obligations under the SLA.

5 RESOURCE IMPLICATIONS

- 5.1 There will be an income stream of £18,817 per annum for providing the payroll service for an initial period of 3 years.

6 LEGAL IMPLICATIONS

- 6.1 A formal SLA is currently being finalised to set out the service standards for delivering and monitoring the service.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: _____

Yvonne Woodward

Head of Finance

Background Papers:

None.

For further information please contact Andrew Brown, Payments and Income Manager, on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.