

Record of Delegated Decisions by Officers

1. Subject of decision

HR & Payroll (SaaS) Solution

ERP Solution - HR, Payroll, Payroll Finance - Contract(s) for the replacement of Business Management System - a bespoke enterprise resource planning tool to manage all of the HR, payroll and finance information on behalf of the Authority.

The Authority seeks to award a contract to the successful tenderer in relation to the following tender: -

Contract [DN690303] - HR & Payroll (SaaS) Solution

This decision has been delegated to one or more officer(s) under:

- (a) A specific express authorisation was given, in this instance, the Director of Resources, to commence the procurement of an HR and Payroll accounts system and to enter into a contract with the successful tenderer.
- (b) a general authorisation to take such decisions **and**, the effect of the decision is to:
- (i) grant a permission or licence;
 - (ii) affect the rights of an individual; or
 - (iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

2. Name and Title of Decision Maker

Jon Ritchie, Director of Resources

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive Summary (To be taken from written report)

On 6th April 2021 Cabinet received a report entitled 'Procurement Plan 2021/22' and agreed to the procurement exercises specified in that report proceeding through the 2021/22 financial year and to the awarding of contracts in accordance with UK public procurement legislation to the most advantageous tenders. The report to Cabinet on 6th April 2021 can be accessed via the following link.

<https://democracy.northtyneside.gov.uk/documents/g434/Public%20reports%20pack%2006th-Apr-2021%2018.00%20Cabinet.pdf?T=10>

To facilitate this process, delegated authority was given to the relevant Director, in this instance the Director of Resources, in consultation with the Cabinet Member for Finance, ICT and HR and the Director of Law and Governance (as it then was, and now Head of Law) to commence the specified procurements and to thereafter award contracts to the bidders who submitted the most advantageous tenders.

In accordance with the decision of Cabinet on 6th April 2021 a procurement exercise has been undertaken by the Director of Resources for the provision of a bespoke enterprise resource planning tool to manage all of the HR, payroll and financial management system which was one of the specified procurements referred to in the report.

It is recommended that the Director of Resources

- (1) Agree to the Authority entering a contract with the successful tenderer in relation to the procurement of following consultation with the Cabinet Member for Finance ICT and HR Resources and the Head of Law.

5. Alternative Option Considered

Not to award the contract to the successful tenderer.

6. Decision

To award a contract to the tenderer who represented the most economically advantageous tender in relation to the contract referred to in section 1 above.

7. Reason for the Decision

The bids submitted and the contractor identified was the highest scoring bidder and represent the most economically advantageous to the Authority, based on the specifications and the responses provided.

8. Date of Decision

19 February 2024

9. Is this decision subject to call-in and if so expiry date of call-in period

5.00p.m. on 28 February 2024

To be completed by Democratic Services

10. Date of Publication

21 February 2024

11. Implementation Date (if decision not called in)

28 February 2024 after 5.00pm

****Note - the above-mentioned report is 'Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972'.**