

Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	Award of HR Payroll system contract Midland HR through the KCS framework for a period of 5 years
Decision taker	Joe Mildred
Decision consultees	HR, ICT, Procurement, Cabinet Member for Finance, Corporate Services and CCS, Leader of the Council.
Decision date	27 July 2023
Decision details	The council wishes to use the KCS framework to award a 5 year contract with Midland HR for them to provide the Council's HR and Payroll system. This is a continuation of the use of the existing system but facilitates a move to their cloud based hosted product. This shift requires some one off implementation consultancy costs which can be met from an underspend in an existing Disaster Recovery / Business Continuity project budget. The price of the contract is fixed for 5 years, the annual revenue cost is slightly higher than the existing budget in the initial years but as it is fixed for a 5 year period by the end of the contract the annual cost moves back to the existing annual fee once our budgeted inflationary increase forecasts are applied. It is expected that the short term increase in costs should be met from within existing budgets and savings within the service.
Reason for urgency	Existing quote is for a limited period which expires on 30 August 2023 and before the next meeting of Cabinet, if we were to go past the expiry of the existing quote we would then be required request a new quote from MHR and there is a risk that the contract price could increase.
Name and date of the meeting to receive a full report	Cabinet, 10 October 2023

Joe Mildred
Business Support
26/7/23