

## Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

n/a

### OFFICER DECISION RECORD <sup>i</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:** Next Generation Programme: HCC2314666 Award for the provision of a database for historic payroll data with effect from 1 April 2023.

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** No

**Executive Member/Committee Chairman:** Bob Deering

**Portfolio (Executive Functions only):** Resources and Performance

**Officer Contact:** Scott Crudgington

**Tel:** 01992 555000

#### 1. Decision

To enter into a contract / licence agreement for the provision of a database to access historic payroll data dating back to pre-SAP implementation. There are approx. 5.3million payroll files and 176,000 report files which are archived and accessed by the HR Transactions team to resolve any pension related queries. This will continue to be located on a third-party application post April 2023.

The requirement of the new contract is for a short-term licence (approx. 6 months) to allow HCC additional time to extract the data from the third-party application and upload the information into 'Livelink' for the long-term storage on the HCC tenant.

1.1 That the Executive Director of Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in disclosing that information.

1.2 Subject to 1.1 above, awards the provision of a database for historic payroll data as set out in Annex A and approves the signing of the contract.

**April 2020**

**2. Reasons for the decision**

Following the relevant guidance from SPG as well as legal, a decision to procure the licence agreement using an STA for 6 months was identified as the best option available to the Council.

Continuation of this service provision for 6 months from 1 April 2023, will allow time for IT to complete an extraction of the data from the third-party application and allow the longer-term storage of the historical payroll data on an HCC owned application.

**3. Alternative options considered and rejected**

Alternative procurement exercises although considered where deemed not possible due to the nature of this procurement and as the data is already located on the third-party application.

**4. Consultation (see Summary of Requirements below)**

**Was any Councillor consulted? Yes**

*Bob Dering*

**If yes:**

27-Mar-2023

(a) Comments of Executive Member

Agreed

(b) Comments of other consultees

N/A

**5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

**No**

*(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).*

**6. [Following consultation with the Executive Member/Committee Chairman,] I am proceeding with the proposed decision. (delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)**

Signed: ..... *Scott Crudgington* .....

Title: ..... Director of Resources .....

Date: 28-Mar-2023

**April 2020**

## Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

| <b>Significance of Proposed Action</b> | <b>Controversial</b> | <b>Relevant Councillor(s) to be Consulted</b>   |
|--|----------------------|---|
| Technical/Professional/<br>Routine     | No                   | No need to inform or consult councillors  |
| Technical/Professional/<br>Routine     | Yes                  | <b>Executive Functions:</b><br>Consult relevant Lead Executive Member and, where appropriate, Local Councillor<br><b>Non-Executive Functions:</b><br>Relevant Committee Chairman and, where appropriate, Local Councillor |
| Local                                  | No                   | <b>Executive Functions:</b><br>Inform Lead Executive Member and Local Councillor<br><b>Non-Executive Functions:</b><br>Inform Local Councillor  |
| Local                                  | Yes                  | <b>Executive Functions:</b><br>Consult Lead Executive Member and Local Councillor<br><b>Non-Executive Functions:</b><br>Consult Local Councillor  |
| General or County-wide                 | No                   | <b>Executive Functions:</b><br>Consult relevant Lead Executive Member (s)<br><b>Non-Executive Functions:</b><br>Consult relevant Committee Chairman   |
| General or County-wide                 | Yes                  | <b>Executive Functions:</b><br>Consult relevant Lead Executive Member (s) and the Leader of the Council<br><b>Non-Executive Functions:</b><br>Consult relevant Committee Chairman/Leaders all Political Groups            |

**April 2020**