Executive Director of Resource and Investment

SOUTH YORKSHIRE SYMCA MAYORAL COMBINED AUTHORITY

08 June 2023

HR Platform Approval

Purpose of Report

This report presents the opportunity to procure and implement a cloud-based HR and Application Tracking system that will replace an out-of-date system and digitise and automate existing manually intensive HR processes.

Thematic Priority

Cross cutting.

Freedom of Information

Papers are not made available under the Combined Authority Publication Scheme. The purpose of the Board is to assist the Statutory Officers in exercising their delegated powers as set out in the Scheme of Delegation as described at Article 11 of the Constitution]
This paper is not exempt under Part II of the Freedom of Information Act 2000

Recommendations

The Executive Director of Resources and Investment is asked to Approve:

1. Contract award to Insight UK for Cintra HR & Pinpoint ATS for 24 months with the option to extend for a further 12 months and approval to spend £120,000 over the full three years
2. £70,000 Implementation cost

1 REASON FOR THE REPORT

- To seek approval for a two-year contract with a one-year extension option if required for an HR and Application Tracking System through Insight Direct (UK) Ltd via the Health Trust Europe direct award framework.

- To seek approval for additional resources to implement and integrate the systems.

2 RECOMMENDATIONS

That the Executive Director of Resources and Investment:

2.1 Approves a two-year contract for the supply of an HR and Application Tracking system solution with the option to extend by a further year should it be required. This is based on a user count of 400 people. The growth or the contraction of the organisation will impact the cost.

2.2 Approves the value of **£120,000** for three years for the use of the HR and Application Tracking System. Note that the total will only be required should the third-year option be activated.

2.3 Approves £70,000 for supporting the implementation and setup of the two systems.

- £35,000 for fixed-term contract resources to implement and integrate the proposed platforms.
- £30,000 for HR Admin support officer to backfill an existing HR officer that will be dedicated to the project.
- £5,000 for Flexible Resource Development for IT Business Analyst to Project Manage the implementation.

3 BACKGROUND INFORMATION

3.1 The current HR system is no longer fit for purpose and is cumbersome to operate. It does not provide an accurate way of recording and reporting employee data. Consequently, a lot of the processes that the People Services team follow are all extremely manually intensive which leads to inefficiencies within the team and less time adding value to the business.

3.2 A project team has been established to review various systems and based on criteria set out by the Head of HR and the Head of Digital Transformation a solution for a HR system and a solution for an Application Tracking System has been agreed upon.

3.3 Cintra HR and PinPoint ATS are separate organisations but can be integrated with each other which will allow an end-to-end digital solution that takes care of recruitment to ongoing employee management.

3.4 This solution is only intended to be an interim solution whilst a full ERP solution is investigated and then implemented which is why a third-year option has been proposed.

Executive Director of Resource and Investment

4   <u>IMPLICATIONS</u>

4.1 Financial
Funding is not available within the 2023/24 HR or IT budget.

Consideration could be given to use of the Bus Project (integration) reserve. Development of a Group HR system was a project initially identified that could be supported from this reserve.

4.2 Legal
N/A

4.3 Risk Management
A DPIA and Cloud assessment will be completed on the systems to ensure that the corporate is safe.

4.4 Equality, Diversity and Social Inclusion
None

5   <u>COMMUNICATIONS</u>

5.1 None

6   <u>APPENDICES/ANNEXES</u>

6.1 None

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