

**Report to:** Finance, Resources and Corporate Committee

**Date:** 3 March 2022

**Subject:** **Integrated Corporate Systems**

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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1. Purpose of this report

- 1.1 To provide initial information on one of the key corporate projects for the coming year – Integrated Corporate Systems (ICS).

## 2. Information

### Section Heading

- 2.1 Integrated Corporate Systems (ICS) has been approved for development and implementation in the coming year. It will replace ageing HR, Finance and payroll systems with one new integrated system. The current systems have been in place for many years and do not reflect the needs and requirements of the current organisation.
- 2.2 The chosen supplier is TechnologyOne who have a system designed for local government and which is in use at a number of local authorities. It provides a modern system empowered by workflows that provides effective and efficient processes and a high degree of self service for all employees. It can be accessed from any location via mobile apps or online self service so can be easily used even for those without access to a corporate laptop.

- 2.3 The approach being taken is to use the product 'out of the box' as far as possible, and adapting current business practice to make full use of the efficiencies the system will provide. The integration will remove some of the current duplication of records between HR and payroll for example and the improved access to information for everybody will reduce the need for teams to produce bespoke reports on a range of HR and finance data.
- 2.4 The procurement process saw a detailed requirements capture exercise from across the organisation and following the conclusion of the project approvals and procurement, work on detailed planning and assembling the required team has progressed.
- 2.5 The first main stage of the project is now commencing, with configuration design workshops underway. Key milestones are set out below.

Activity	Date (all 2022)
Configuration design workshops	1 January – 30 April
Sign off configuration	12 May
Build and implementation	17 May -12 August
Acceptance testing	19 August – 30 September
Staged deployment	30 September – 31 October
Go live	31 October
Handover and project closure	21 December

- 2.6 This is a significant project that will change ways of working across the organisation. A business change and training element is core to the project plan and user groups and a communications plan are being established to ensure that the delivered product meets all requirements across the organisation and that there is full engagement throughout the year.
- 2.7 A key benefit of the new system will be improved reporting and management information on financial matters and people management, providing immediate up to date information to managers and decision makers and removing the reliance on central teams producing information as requested. Dashboards covering a range of corporate performance areas will be developed for each directorate and for the organisation.

### **3. Tackling the Climate Emergency Implications**

- 3.1 None arising directly from the report

### **4. Inclusive Growth Implications**

- 4.1 The procurement evaluation included consideration of a social value contribution which will be monitored throughout the contract delivery.

### **5. Equality and Diversity Implications**

- 5.1 The new technology will be accessible to all. It will also enable improved reporting on a range of topics including HR data on workforce.

## **6. Financial Implications**

- 6.1 Approval has been given to the project development and implementation costs of £1.7 million through the Assurance Framework.

## **7. Legal Implications**

- 7.1 There are no legal implications directly arising from this report.

## **8. Staffing Implications**

- 8.1 A project team is in place, including employees from the corporate teams and user groups to engage with the full organisation are being drawn together

## **9. External Consultees**

- 9.1 No external consultations have been undertaken.

## **10. Recommendations**

- 10.1 That the Committee notes the report and considers the information provided.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

None.