

payroll system/service

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Code	RR496	Service Area	Human Resources
Title	Replacement Payroll System/Payroll Service		
Risk Owner	Kerry Shorrocks	Assigned To	Kerry Shorrocks
Description	<p>There is a risk that as a result of Midland giving notice on the Trent payroll system that there could be no payroll system implemented in time for 1st April 2014. There is a risk this is insufficient time to evaluate all the options fully and additional resource will be required to meet this new deadline. Failure to have an operational payroll system on 1st April 2014 would result in:</p> <ul style="list-style-type: none"> - NHDC being unable to meet its contractual obligations to pay employees - NHDC being unable to meet its statutory obligations to report information and make payments to HMRC and other third parties such as HCC for pensions <p>This will give rise to potential liabilities for breach of contract if staff are not paid on time and fines from HMRC if submissions are not made on time.</p>		
Opportunity	A new payroll service or an upgraded efficient HR IT system that provides improved functionality. Improved resilience.		
	FINANCIAL		
	INFORMATION		
	OPERATIONAL		
	PEOPLE		
	REGULATORY		
	REPUTATION		
Residual Risk		Year Identified	2013
Corporate Priority	Living within our means to deliver cost-effective services	Last Modified	21-May-2013
	<p>Likelihood</p> <p>Impact</p>	Consequences	<p>The consequences of this risk include:</p> <ul style="list-style-type: none"> - breach of contract if staff not paid on time - diversion of HR resources onto the payroll project and resultant costs - impact on other services who need to support this project - inability to carry out online recruitment - fines from HMRC if submissions are not made on time
Work Completed			
Ongoing Work	<p>Report to be brought to SMT outlining the options</p> <p>Bid to Strategic Priorities Fund for additional hours in HR to support the project</p> <p>Consider using an Intern to assist back fill of diverted resources</p>		

	To evaluate three potential options: - upgrade to iTrent - use a managed service provided by Trent - outsource to SERCO who would provide new system and training Ensure new arrangements in place by January 2014 in order to run a dual system for testing prior to year-end			
Action Code	Action	Officer Name	Due Date	Status

