



Title of Report:	Finance System Project Update
Committee Report Submitted To:	Finance Committee
Date of Meeting:	14 September 2023
For Decision or For Information	For information
To be discussed In Committee YES/NO	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Chief Finance Officer

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	Capital
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Background

Council had previously agreed that a new Financial Information and Payroll system be procured, this report is to provide members with an update as to the progress of the project.

2.0 Detail

The One Council system has been purchased from Technology One Ltd. This is a cloud-based system which will allow increased flexibility for Council staff to access financial information but also vital processes such as payroll, accounts payable, accounts receivable and more.

3.0 Progress

Over the last 18 months Finance staff have been engaged in the scoping, training, testing and implementation of a new Financial and Payroll system.

3.1 Financial system

The Financial aspect of the new implementation went live on 1 April 2024, this includes aspects of the system such as Financial reporting, Accounts Payable, Accounts Receivable, Banking, Purchase ordering and system administration. There have been a number of minor issues encountered but these have been identified and dealt with in the first weeks and months of operation. Further development is now required to enhance the reporting side of the system to improve the quality of information being provided to management and members.

3.2 Payroll system

It had been planned to go live with the new payroll system in the autumn of this year however a number of factors have prevented this from happening. The payroll section of Finance has encountered significant staffing issues this year coupled with inherent difficulty in recruiting suitably qualified and experienced payroll staff. The situation peaked with payroll being at 50% of it's established staffing level meaning that even day to day payroll processing was challenging. Needless to say the processing of payroll was given priority and subsequently progress on the implementation slowed leading to an acceptance that go live would need to be delayed. In addition to the staffing issues 2023/24 has seen unprecedented changes in terms of pay awards. The implementation of the 2022/23 pay award did not occur until early 2023/24 leading to extensive back pay calculations for all staff. In addition to this a separate local pay agreement was implemented which led to further amendments to the payroll system not to mention additional extensive back pay calculations for all staff affecting payments made to staff from 1 April 2023 onwards. The toll on Payroll staff has been immense therefore the decision was taken to delay the implementation, the implementation plan is currently being revised and at this point it looks likely that a revised implementation date of 1 April 2024 will be recommended. There is some encouraging news on the staffing with 2 members of staff due to commence during September via Agency with a third being recruited following advertisement in the

coming weeks. There will also be cost implications due to the delay and these are currently being assessed and a further report on the budgetary position of the project will be tabled at a future committee.