

Decision Record Template



Date of Decision: 24/04/2025

Lead Officer: Rob Atkinson

Decision Record URN: EXE0005-25

Title: Provision of Payroll Services

Decision summary:

The current contract for the provision of payroll services for Leicestershire Police is provided by Midland HR (MHR). The contract commenced on 1st May 2021 for an initial period of two years with options to extend for a further 2 x 12 months.

Following extensive market research, and the evaluation of financial and resource costs it was found to be prohibitive to conduct an open tender process for future provision. The costs incurred over the life of the current agreement including implementation, training and development mean is not economically savvy to potentially change suppliers at this time.

The direction of travel chosen was to engage the current provider for a further term in order to take full financial advantage of investments already made.

Decision Sought:

Procurement and Finance are requesting that the Police Commissioner signs the Payroll Services contract and adds his seal. The total estimated value of £1,209,191.32 to commence 1st May 2025 to 30th August 2030.

Supporting information

1) Background information

Attached copy of MHR business proposal and recommendation report supported by ACO Finance

2) Detail of additional information attached.

Attached as per point 1

3) Expected benefits.

Financial savings associated with selected route to market, and also staff resource savings, detailed in the recommendation report referenced at point 1.

4) Impact of not approving the application

Police Officers and Staff would not receive salary payments and the force would be at risk of government penalties relating to PAYE, NI etc.

5) Financial implications (including any cost savings)

Cashable (cost avoidance) saving of £477k. Efficiency savings in relations to staff resources.

6) Consultations (Details of any consultations that have been carried out or reason as to why no consultations has taken place):

BLC and CCS frameworks were consulted to research market possibilities. Finance and Procurement colleagues worked together evaluating potential options and negotiating favourable routes to market and outcomes with the supplier.

7) Collaboration (is there an opportunity to collaborate with partners)

This contract delivers on collaboration with Derbyshire Constabulary thus delivering economies of scale.

8) Equality, Diversity & Human Rights implications

Contained within the terms and conditions of contract.

9) Legal comments

Legal input not required as a standard process has been conducted via a compliant route to market.

10) Publication

To be completed

It is appropriate to publish this record of decision made by the Police and Crime Police and Crime Commissioner:

It is appropriate to publish the contents of the supporting papers:
No

It is appropriate to publish details of the decision by the Police and Crime Police and
Crime Commissioner for Leicestershire: Yes

Reasons for any non-Publication (referencing appropriate legislation):

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Unless the information provided is covered by an exemption and stated to be either confidential or partly confidential, the information contained in the form will be published on the OPCC website.

Chief Finance Officer:

Comments: Click here to enter text

I have been consulted about the proposal and confirm that financial advice has been taken into account in the preparation of this report and assurances sought have been outlined within the report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

Signature:

Name:

Date:

Chief Executive and Monitoring Officer:

Comments: Click here to enter text

I have been consulted about the proposal and confirm that legal and equalities advice have been taken into account in the preparation of this report and assurances sought have been outlined in this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

Signature

Name

Date

On behalf of the Police and Crime Police and Crime Commissioner for Leicestershire:

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

Approved

I confirm that my register of interests' declaration is up to date and that none of my

interests preclude me from making this decision.

Signature:

Date:

Name:

