



COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Agenda Brief on HR Software

Current Position

- 1.1. We presently manage all HR (including annual leave and sick leave), Employment Law and Payroll matter separately on a manual basis.
- 1.2. The Chief Officer and Deputy Chief Officer keep a manual spreadsheet log of annual leave and sick leave.
- 1.3. The Payroll is presently managed monthly by Mayor Cllr Baty by logging onto MoneySoft systems and manually processing each employee's salary, any overtime, pension and VAT payable to HMRC. The Payroll is managed very well, and the Council are grateful to Mayor Cllr Baty for his time, efforts and assistance. However, as with all manual processes, this can be subject to human error.
- 1.4. We utilise Council HR & Governance Support for additional HR support required with specialist advice and support, recruitment, investigations and employment tribunals. They have also provided a wealth of HR Policies, which are presently being adopted to the Town Council's systems. They have been providing support with mentoring the new Chief Officer. This ad hoc work with Council HR & Governance Support has been excellent and no changes to utilising Council HR & Governance Support are recommended.

Alternative Option 1: Peninsula

- 2.1. The Chief Officer and Deputy Chief Officer have recently attended an excellent seminar on HR, Employment Law and Health & Safety, run by Peninsula. Peninsula are a HR and Health and Safety Management System. It is considered that receiving HR and Employment Law management support would be greatly beneficial to the Town Council.
- 2.2. Peninsula's HR Management System offers:
 - Online HR software - absence management system including sick leave and annual leave and expense and overtime tracking.
 - A full review and update of all HR documents (including producing a staff handbook, all HR policies and procedures and risk assessments etc).
 - Online training package of Employment Law.
 - Monthly news on topical Employment Law and forthcoming changes in the legislation.
 - Available by online software and mobile app.

- An Occupational Health service provided.
- Employee Assistance Programme (EAP), supporting employees with their mental health and wellbeing with access to a confidential telephone helpline 24/7, 365 days a year, offering practical information and emotional support, up to 6 sessions of telephone, online and face-to-face counselling, support for employee's partner and dependents, an online portal and app providing a wealth of tools and resources.
- Payroll, VAT and Pensions are processed automatically through their online systems (charged as an optional extra in addition to the HR management service).

Alternative Option 2: Bright HR

3.1. The Bright HR System offers:

- BrightHR people management software to make rotas, log absences, and unlimited document storage.
- BrightAdvice have a 24/7 Employment Law helpline.
- BrightSafe for smart software, experienced advice, e-learning, and templates.
- BrightBase to access a library of specialist HR documents and templates.

Alternative Option 3: Softworks

4.1. The Softworks Enterprise Workforce Management software offers:

- Time and attendance, HR IS, employee self service, alerter, rostering, smartphone app and absence tracking.

4.2. Softworks does not include the Payroll service.

Other Alternatives

5.1. From research, there are no other similar software systems to review and obtain a quote for.

Pricing

Quote 1: Peninsula

(All prices are exclusive of VAT)

£172/m - 60 months

£209/m - 36 months

£256/m - 12 months

In addition, to add the Payroll service will equate to an additional £20 per month (£5 per employee per month) plus a one-off implementation fee of £100 to carry out a parallel run with our existing payroll before it changes over.

Quote 2: Bright HR

(All prices are exclusive of VAT)

£95/m plus VAT - 60 months

£101.50/m plus VAT - 36 months

£111.25/m plus VAT - 12 months

In addition, there is a one-off implementation fee of £100 based on a 60 month contract, £110 based on a 36 month contract or £125 based on a 12 month contract.

Quote 3: Softworks (excluding Payroll aspect)

(All prices are exclusive of VAT)

Year 1 - £1,850

Year 2 – 1,850 annual software maintenance

Combined annual cloud subscription - £2,500

In addition, there is a one-off implementation fee of £9,600 and training of £3,600.

Recommendation

It is recommended that the Council consider the one of the software systems to reduce the risk human error, fines and administrative time, particularly in terms of Payroll, VAT and Pensions. The online portals for sick leave also allows staff to view their sick leave levels on the system, which Peninsula advise can help to minimise any additional unnecessary sick leave increasing to concerning levels. The Occupational Health service provides a report which is more powerful and reliable than a GP report, especially in terms of Mental Health.

It is considered that there are significant benefits to improving our manual systems to an online software portal for accuracy, necessary training, keeping up to date with important changes in legislation to ensure continued compliance. In addition, it helps to manage sick leave levels and provides emotional wellbeing support for employees, which can also help to manage and reduce sick leave occurrences.

For consideration:

In conclusion, Councillors to **decide** whether:

- 1. The Council wishes to continue with existing systems.**
- 2. The Council wishes to approve one of the new database systems for Employment Law, HR and Payroll.**