



Meeting Papers

Paulton Staffing Committee

12th July 2022



Payroll Outsourcing Review

Situation

It was resolved in June 2021 to outsource the Council's payroll to Dataplan, to be reviewed after 12 months.

Dataplan have completed the payroll for the Council since August 2021.

Service Provided

- Provide payslips for all employees
- Year end processing including P60's/eP60
- Management reporting
- Full access to our secure payroll portal ePaysafe
- HMRC RTI data filing
- Dealing with leavers and new starters
- Pension Management for Auto enrolment to include:
 - I. Ensuring auto enrolment compliance is adhered to
 - II. Assessing the workforce for eligibility each pay period
 - III. Auto enrolling eligible employees
 - IV. Processing opt outs
 - V. Processing opt ins that are due
 - VI. Processing cessation of contributions
 - VII. Providing an employee status report each period
 - VIII. Providing a schedule of contributions
 - IX. Uploading a file to the pension provider

Cost

The monthly cost for outsourcing the Payroll is £60 net.

Considerations

If the payroll was brought back in house the Deputy Clerk would assume responsibility, there is an increased risk of having one person responsible for the payroll, for example sickness.

When recruiting for a Deputy Clerk consideration was given to removal of the payroll and therefore influenced the number of hours offered. The increase in workload would be approximately 3 hours per month.

The external review of the staffing and structure of Paulton Parish Council made the following recommendation “I fully agree with you regarding external payroll management. It takes the pressure of you and ensures transparency and accuracy.”

Options

1. To continue outsourcing the payroll services to Dataplan
2. To transfer the payroll responsibilities back to an officer of the Council to compete

Recommendation

With increasing legislation and compliance within payroll services, the slightly higher costs potentially of processing in house along with the risks highlighted of having one officer responsible for processing the payroll, I recommend option 1: To continue outsourcing the payroll services to Dataplan.

Carol Hall

Clerk