

To: POLICY & RESOURCES (FINANCE) SUB COMMITTEE		Subject: EMPLOYMENT OF TEMPORARY STAFF WITHIN PAYROLL TO SUPPORT MAJOR PROJECTS
From: DIRECTOR OF FINANCE		
Date: 12 <sup>th</sup> September 2002	Ref: AC/CW	

### **1 Purpose of Report**

To seek Committee approval for the appointment of two temporary Payroll Clerks to support the work of the Payroll sections during the secondment of staff to work on the major projects associated with Absence Management and Joint Working with Personnel Services.

### **2 Background**

The Absence Management Module will allow single electronic input of data rather than the current lengthy paper based procedure. It will enable the calculation to be completed by the system, rather than the current manual exercise and it will enable the necessary reports and statistics to be produced corporately and electronically. The Joint Working Project takes these principles and extends them to other areas where data is shared by Personnel and Payroll, allowing similar benefits. The successful completion and implementation of these projects will produce benefits in all departments of the Council as staff resource can be directed towards improvements and developments in Best Value and Modernisation of Government. As there was an experienced temporary payroll clerk available, the Head of Personnel Services, under the powers delegated to her, agreed to the appointment of this employee, on a temporary basis pending the Committee decision.

### **3 Considerations**

- 3.1 The secondment of experienced Payroll staff to these projects is essential to allow adequate testing of the module, development of the procedures and implementation.
- 3.2 The current demands on Payroll Staff, which have been confirmed in Benchmarking to be amongst the most stringent in Britain, mean that the redirection of staff, even on a temporary basis, without cover, will inevitably compromise the ability to produce accurate payrolls on schedule.

3.3 The employment of the temporary Payroll Clerks will allow the sections to deal better with the temporary loss of staff on secondment to the projects. Without this, the alternative is , either costly overtime, or greatly extending the timescale of the projects.

3.4 Although the need for these types of projects is likely to continue, the use of temporary staff means that, as the benefits of the first two projects begin to manifest themselves, the need to provide cover for secondments will decrease.

4 **Corporate Considerations**

The Head of Personnel Services has been fully consulted with regard to the proposal.

5 **Recommendations**

The Committee is invited to agree to the employment of two temporary Payroll Clerks, graded at GS 3, for a period of six months (to be reviewed after three) , the cost to be met from funds already allocated to the Payroll Project and from savings in overtime costs. In addition, that the temporary employment of the individual referred to above, be continued, in one of the posts for its duration. If approved, it is recommended that this report be remitted to the Policy and Resources (Personnel) Sub-Committee for its consideration.

6 **Access to Information**

Details of the work of the project teams referred to in the report are available from the Employee Payments Manager at 166, Park St. Motherwell or telephone number 01698 302805.



**Director of Finance**