



Northampton TOWN COUNCIL

POLICY & FINANCE COMMITTEE – MONDAY 15TH JULY 2024 - 18:00

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), Joyce (Vice Chair), Alwahabi, Birch, Connolly, Hallam, Haque, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hrs on Monday 15th July 2024 in the Town Council Committee Room at Northampton Guildhall.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

Stuart Carter
Town Clerk
9th July 2024

Guildhall
Northampton
NN1 1DE

A G E N D A

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 13TH MAY 2024 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM** (p 3 – p 6)
4. **TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:**
 - a) [Minutes of the meeting held on 10th June 2024](#)
 - b) Minutes of the meeting held on 8th July 2024 (to follow)
5. **TO RECEIVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING DATED 10TH JULY 2024 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN** (to follow)
6. **CCLA DEPOSIT FUND UPDATE**
Report attached (p 7)

- 7. REVIEW OF THE COUNCIL'S STANDING ORDERS**
Report attached (p 9)
- 8. REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS**
Report attached (p 11 - 12)
- 9. REVIEW OF DIRECT DEBITS AND BANK STANDING ORDERS**
Report attached (p 13)
- 10. CHANGE IN PAYROLL PROVIDER**
Report attached (p 17– p 28)
- 11. REVIEW OF SUBSCRIPTIONS**
Report attached (p xx)
- 12. COMMUNITY GOVERNANCE REVIEW – RESPONSE TO STAGE 2 OF THE CONSULTATION**
To follow
- 13. ACCOMMODATION UPDATE**
Verbal update to be given
- 14. ITEMS FOR CONSIDERATION ON NEXT AGENDA**
Appointment of Internal Auditor
Committee Structure Review

POLICY & FINANCE COMMITTEE – 13TH MAY 2024

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 13TH MAY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Connolly, Holland-Delamere, Kilbride and Tarasiewicz.

OFFICERS PRESENT: Mr S Carter (Town Clerk) , Mrs C Maclellan (Responsible Finance Officer) and Miss F Barford (Democratic Services Officer).

62. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Alwahabi, Birch, Haque, Hibbert, Hallam, Joyce, Russell, Stevens and Tarasiewicz.

63. DECLARATIONS OF INTEREST

Councillor Kilbride declared a non-pecuniary interest in minute 67 as he was the ward Councillor for Park Ward that would be affected.

64. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MARCH 2024 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM (p 3 – p 6)

RESOLVED: The Chair was authorised to sign the minutes held on 11th March 2024 of the previous meeting as a true and accurate record of the proceedings.

The Town Clerk explained the Town Council had started the process for becoming members of Locality and the Local Government Association.

65. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:

- a) Minutes of the meeting held on 11 March 2024
- b) Minutes of the meeting held on 15 April 2024

The Chair referred to the minutes for information. In response to a question, the Town Clerk explained that under the Allotment Management agreement with Idverde, they retained the income from allotment holders and managed the associated administration. The Town Council did not handle payments or invoices, which is beneficial.

66. TO FORMALLY APPROVE THE APPOINTMENT OF THE EVENTS AND PROJECTS OFFICER (MATERNITY COVER)

The Town Clerk explained the recruitment of maternity cover for one of the Events and Projects Officers was delegated to the Staffing Sub-Committee and the successful candidate was experienced with events at parish council level.

RESOLVED: That Miss Haviland be appointed as maternity cover for the Event and Project Officer role.

67. ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT AND AUDIT REPORT

The Town Clerk stated that the AGAR would be presented to Full Council at a future date and reported positive feedback from the internal audit. The RFO confirmed that the internal auditor found the processes and record keeping in good order. In response to a question, the Town Clerk mentioned plans to host an extraordinary Full Council meeting to approve the AGAR.

NOTED

68. CCLA DEPOSIT FUND UPDATE

The RFO presented a report on interest payments received and asked if the Committee wished to explore further investment opportunities. A Councillor noted the substantial funds in the CCLA Deposit Fund and suggested using some for the Councillor Community Fund. The Chair highlighted uncertainty regarding accommodation and potential financial implications from the Community Governance Review. The RFO explained that a portion of the CCLA funds is earmarked and that expenditure currently exceeds precept income. A Councillor suggested discussing a strategy for the Town Council on any services it wished to provide.

The Chair mentioned the Budget Working Group meets quarterly to review budgets and expenditure in great detail and encouraged all Committee Chairs to attend.

The RFO noted that the main income streams are the precept and interest received. A Councillor raised concerns about some long-term investment opportunity in stocks and shares, which were currently deemed high risk. The RFO explained that reserves would be depleted by year ten due to the loss of the tapering grant from West Northants Council.

NOTED

69. COMMUNITY GOVERNANCE REVIEW UPDATE

The Town Clerk reported that phase two of the Community Governance Review would include further consultation with Moulton Leys residents. He suggested additional consultation in the proposed Weston Favell Parish Council area.

In response to a question, the Town Clerk explained he would share the newsletter once finalised. A Councillor explained the rationale behind consulting on a parish in Abington Park, Abington Vale and Weston Favell Parish Council was residents to provide their views as the option for parish councils in Weston Favell and Billing was not provided during the local government reorganisation within Northamptonshire. The Chair responded there was opportunity for consultation on the formation of new parish councils during the previous Community Governance Review and work was completed which resulted in Far Cotton and Delapre Community Council and Kingsthorpe Parish Council alongside Northampton Town Council.

RESOLVED: Councillors Marriott, Birch, Hallam and Lane work in conjunction with the Town Clerk to provide a response to the Community Governance Review stage two consultation.

70. APPROVAL FOR PUBLICATION OF A NEWSLETTER

The Town Clerk explained Councillor Hallam suggested a council newsletter be trialled in the Moulton Leys area at a previous Full Council meeting and work had been undertaken by the Communications Officer. He added, costings had been sourced and the design was almost finalised. The Town Clerk requested £1,200 be assigned for the cost of the production and delivery.

RESOLVED: That £1,200 be deducted from the Advertising and Marketing budget for the cost of production for a council newsletter and for its delivery in Moulton Leys.

71. VOLUNTEER POLICY

The Town Clerk reported that Mrs Hanam-Jones had developed a Volunteer Policy and noted ongoing work with Voluntary Impact Northampton to finalise the Volunteer Handbook. The Town Clerk sought the Committee's opinion on the age applicability of the handbook, mentioning that children could volunteer with adult supervision. A Councillor suggested a parental consent form for volunteers over 15 without a guardian present. The Town Clerk confirmed some staff have DBS checks. A Councillor noted that volunteers might interact with

vulnerable individuals.

RESOLVED: It was agreed young adults over the age of 15-years-old would be able to volunteer for the Town Council without a parent or guardian present if there was a completed consent form from their parent or guardian.

RESOLVED: The Volunteer policy be approved and adopted.

72. BRANDING UPDATE

The branding guidelines were circulated to members. The Town Clerk announced that the Branding Working Group had approved a new logo and branding, with designs differentiated by colour for various council activities. Final items from the designer, such as email signatures and business cards, are pending.

NOTED

73. TO CONSIDER THE PURCHASE OF BRANDED TOTE BAGS

The Town Clerk stated this request was from the Event and Projects Officer as the tote bags were very popular at events and stalls for engaging with the public. The Town Clerk stated the new tote bags would feature a new design and the new branding. A Councillor stated an alternate supplier 'Bag Trade' could provide the bags at a cheaper cost.

Another Councillor stated demographic data should be gained at events to assist with understanding who engages and what parish area they live within. The RFO explained she had spoken with the Community Engagement Officer would take a tablet and suggest visitors to complete a survey.

RESOLVED: The purchase of the tote bags be approved but that Bag Trade be contacted for a quote.

13. TO CONSIDER THE PURCHASE OF ROADSIDE BOARDS

The Town Clerk explained the Town Council could no longer use the West Northamptonshire Council(WNC) owned boards to promote our activities therefore, costings had been sourced to install our own advertisement boards which WNC provided permission for. The Town Clerk added, the boards could be moved if a Weston Favell Parish was formed as a result of the Community Governance Review.

The Town Clerk stated the costing included a noticeboard that was offered within the Town Centre. A Councillor posed whether a digital format might be effective. The Town Clerk responded that marketing via the digital boards within the Town Council was costly and required booking in advance.

RESOLVED: That approval for the purchase of two roadside boards and a noticeboard be given.

74. EXCLUSION OF PUBLIC AND PRESS FROM THE MEETING IN ACCORDANCE TO STANDING ORDER 3.D

RESOLVED: That the public and press be excluded from the meeting in accordance to standing order 3.D due to the confidential nature of the business transacted.

75. ACCOMMODATION UPDATE

The Town Clerk circulated a confidential report to update members on the Town Council's accommodation.

RESOLVED: That the Committee delegate to the Town Clerk the ability to engage the solicitor to formally write to West Northamptonshire Council outlining the points made with regards to the licence, the requirement to find alternative accommodation with the site and the security of tenure.

DSO's Note: Cllr Kilbride abstained from voting on the above recommendation.

MEETING CONCLUDED: 7:15PM

Northampton Town Council
Policy and Finance Committee – 15th July 2024

CCLA PUBLIC SECTOR DEPOSIT FUND UPDATE

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the latest update on the CCLA Cash Deposit Fund

Recommended: That, unless the Committee wants to change the investment, that the report be noted

Members will be aware that the majority of the Council's cash deposit is invested in the CCLA [Public Sector Deposit Fund](#). The Public Sector Deposit key facts document is attached for reference.

The Council looks to retain a balance of £150,000 in its CCLA Current Account from which all transactions are paid and received. On a monthly basis at the Accounts Sub Committee meetings the RFO will indicate and get approval to transfer money from the CCLA investment to the Unity Trust Bank account to top up the amount to £150,000.

The yield amount in percentage terms has consistently been around 5.2%, at the time of writing it was reported as 5.1697

The yield in financial terms received from the CCLA for the past 3 months are:

02/05/24 £10,396.69

04/06/24 £11,596.94

02/07/24 £13,120.05

Guidance on investments for local councils is always to prioritise security over return. This deposit fund is spread over many financial institutions that meet certain criteria, these being A credit ratings. However, there is still a risk.

The committee should advise if it wants to change this investment and/or consider any further options.

Northampton Town Council
Policy and Finance Committee – 15th July 2024

REVIEW OF STANDING ORDERS

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the latest update regarding the review of the [standing orders](#)

Recommended: That the committee resolve to retain the current standing orders pending the completion of the review

The Town Clerk, Assistant Town Clerk and Responsible Financial Officer have begun the process of formally reviewing the council's Standing Order's (SO) and Financial Regulations (FR). This is a lengthy and time consuming process, with the main objective to ensure that both documents do not contradict each other.

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements.

The council's current SO were adopted when the council first started and are based on the NALC model version.

With this in mind it is recommended that the committee resolve to continue with the SO in their current format with the understanding that a full review is being undertaken.

Northampton Town Council
Policy and Finance Committee – 15th July 2024

REVIEW OF FINANCIAL REGULATIONS

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of an update on the model Financial Regulations

Recommended: That the committee agrees to retain the current [Financial Regulations](#) (FR) pending the completion of the review

The current format of the FR has recently been thoroughly reviewed and remodelled by NALC. As a result, NALC have recently published a new version for consideration by local councils. Their associated press release was as follows:

In response to the evolving landscape of local governance, the National Association of Local Councils (NALC) has published its latest edition of Model Financial Regulations for local (parish and town) councils.

Local councils across the nation are increasingly delivering on a diverse array of responsibilities and services for their communities. While these endeavours yield tangible benefits, they also entail managing finances effectively and adhering to pertinent regulations. The prudent handling of funds, especially those raised through the precept from local residents, is important and paramount for sustaining essential services and activities.

Recognising the challenges inherent in financial control at the local level, NALC has stepped in to provide invaluable assistance. The revamped Model Financial Regulations bring together all the essential procedures and financial regulations that councils need to implement to ensure that they manage their finances effectively and transparently. The document comes with an introduction to help explain how to use it, with clearly marked areas where the council can tailor the document to fit its needs.

Key features of the updated regulations include a user-friendly introduction to aid councils in navigating the document effectively. Additionally, the regulations are designed with flexibility in mind, allowing councils to adapt them to suit their specific requirements seamlessly. This flexibility ensures that councils of all sizes and operational scopes can benefit from the guidelines provided.

The Model Financial Regulations are exclusively accessible to local councils that are members of NALC and their respective local county associations. Members interested in accessing the document can download it from the NALC website or obtain it through their local county association. Please get in touch with your local county association if you have any questions about this document or other finance-related issues.

NALC chair Cllr Keith Stevens commented on the publication of the updated regulations, stating, "Whether a council is large or small, the efficient management of finances is crucial for delivering quality services to the community. Our updated Model Financial Regulations are tailored to meet the diverse needs of local councils, offering practical guidance and customisable templates to facilitate sound financial practices."

The Clerk, RFO and Assistant Town Clerk have not had the opportunity to evaluate the new version which can be downloaded from <https://modern.gov/microshadeapplications.co.uk/MelkshamTC/documents/s11899/NALC%20model%20financial%20regulations%202024.pdf>

It is recommended that the committee continue to use the current FR pending review of the new model FR.

Northampton Town Council
Policy and Finance Committee – 15th July 2024

Review of Direct Debits and Bank Standing Orders

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the current direct debits and standing orders

Recommended: That the committee review and approve the direct debits and banking standing orders

The Council is annually required to review and record the direct debits and standing orders paid by the Council.

Below is a list of the current DD.

| Beneficiary | Reference | Amount | Last paid |
|---------------------|-------------------|------------|-----------------|
| Driver & Vehicle L | 00000000053555399 | 290.00 GBP | 02 August 2023 |
| Horizon Telecom Ltd | 48319 | 0.00 GBP | - |
| INFORMATION COMMIS | ZA844352 | 35.00 GBP | 12 January 2024 |
| LLOYDS BANK CORPOR | 5563140998253373 | 239.29 GBP | 11 June 2024 |
| LTSBCF RE ZENOFFIC | 0NTC01 | 146.92 GBP | 20 June 2024 |
| SCG South West Lim | 45751-48319-3C | 848.23 GBP | 26 June 2024 |
| XEROX FINANCE LTD | 50065199 | 355.10 GBP | 01 July 2024 |

- Driver and Vehicle Licencing – Tax for Mayor’s car – Annual
- Horizon Telecom – Internet, phones etc for the council – Monthly (to be deleted)
- Information Commissioner – Annual registration fee for information commissioners’ officer – Annual
- Lloyds Bank Corporate Card – Payment for any payments made using the Council’s charge card – monthly
- Zen Office – photocopier consumables – monthly
- SCG South West (bought out Horizon) – Internet, phones etc – Monthly
- Xerox Finance Ltd – Photocopier lease cost – quarterly

All payments are reported and reviewed at the monthly Accounts Sub-Committee meetings

Northampton Town Council
Policy and Finance Committee – 15th July 2024

Review of Subscriptions

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the current subscriptions the town council has for review purposes

Recommended: That the committee review and approve the list

The Council is required to review and approve the council's annual subscriptions. These are detailed below; all figures are annual.

- Sign In App - £420 – software that records visitors, staff, councillors on entry to the building
- LGA Membership (Paid through NALC) - £580 – Council resolved to recently join the LGA
- NCALC Membership - £7,647 – membership of the Northamptonshire Association of Local Councils. Gives access to training, legal advice, newsletters, helpline, conferences etc
- NCALC Data protection Officer Fee - £12 - TBC
- Northamptonshire Heritage Forum - £45 – Membership of local heritage network
- The purple guide - £25 – health and safety advice for events
- Society of Local Council Clerks - £470 – professional society for clerks, gives access to training, advice, etc
- Association of Democratic Services Officers - £55 – professional advice, support, training for democratic services officers

Policy and Finance Committee 15 July 2024

Change in Payroll Provider

Report by Town Clerk

Purpose of report: To inform the committee of an enforced change in payroll provider

Recommended: That the committee notes the report

Payroll provider

The Town Council received notice in May that the payroll provider it uses would be ceasing operation giving only 6 weeks notice. This left officers in a situation whereby a replacement payroll provider would have to be sourced at short notice. Whilst the cost of payroll is relatively small, this is an essential service as process the pay of all staff as well as allowances for the Mayor and councillors.

The RFO undertook a request for quotation (RFQ) process from 3 companies, notably Webbhous Accounts, DCK Payroll Solutions, and CASPA Payroll Bureau.

Each company was required to respond to a comprehensive RFQ form, one is attached for information. As stated, whilst this is not a high value contract, this was for the provision of an essential service and has a requirement for high accuracy and security, hence the comprehensive process. We plan to use this RFQ documents as a template for the procurement of other services.

Upon completion, the responses were evaluated and scored by the RFO in collaboration with the Clerk and Assistant Clerk. It was decided that Webbhous, who are based in Northampton, provided the most secure and cost effective solution. Given the short timescale and urgency required, the RFO consulted with the Chair of the committee and it was agreed to go ahead with Webb House.

Webb House will provide a like for like service as we have now, namely (and in basic terms) the processing of payroll, and the provision of payslips via an online portal to which staff and councillors will login to. Webbhous will be responsible for holding data etc and the live tax information provided by HMRC. There is the option for Webbhous to provide a more comprehensive service such as making the payments, this will be considered in due course if the contract runs well.

The financial costs will be detailed at the meeting.



NORTHAMPTON
TOWN COUNCIL

Invitation to Quote: Payroll Services.

Northampton Town Council
The Guildhall
St Giles Square
Northampton ND1 1DE

About Northampton Town Council

Northampton Town Council formed on 1st April 2021, following local government restructure in Northamptonshire.

The main function of the town council is to give a democratically elected voice to the people of Northampton parish, on the key issues facing the town. The council also strives to protect and enhance the town's rich heritage and traditions, as well as providing a range of free community events throughout the year.

There are 25 councillors for 21 wards, 11 Officers and a Town Mayor representing the parish of Northampton.

Quotation Instructions

1. Instructions for Quotation

1.1. These Instructions describe the Northampton Town Council (the Authority') requirement for Payroll Services; the quotation process and the commercial terms on which the Authority proposes to contract in due course with the successful Tenderer.

1.2. All costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of the Quotation will be borne by the Tenderer.

1.3. The Tenderer shall have no claim whatsoever against the Authority in respect of such costs and in particular (but without limitation) the Authority shall not make any payments to the successful Tenderer or any other Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Quotation Documents) no compensation or remuneration shall otherwise be payable by the Authority to the successful Tenderer or any other Tenderer in respect of the requirement by reason of the scope of the requirement being different from that envisaged by the successful Tenderer or otherwise, including without limitation any costs incurred by any Tenderer in the event this quotation process is aborted.

1.4. To ensure that the Authority will be able to carry out a proper comparison of quotations, no unauthorised alterations shall be permitted to the Quotation Documents. Quotations that contain unauthorised alterations or qualifications may be rejected.

1.5. Quotations shall remain open for acceptance for a minimum of 90 days. The Authority expects to decide award of contract within 15 days of the closing date for submission of quotations.

1.6. The Authority is not bound to accept any quotation or make any award from this Invitation to Quote. The contract will be awarded on the basis of the Quotation Evaluation Criteria, based on the criteria as set out below and subject to the Authority's funding approval.

2. Further Information and Enquiries:

2.1. The Tenderer may write to the Authority requesting any information or raising any query in connection with the Request for Quotation Documents. Any such communication must be in writing via email correspondence and sent to the Responsible Finance Officer (RFO). Where appropriate, any such questions will be circulated to all other potential suppliers via email. The Authority reserves the right to seek clarification of any matters arising from the Tenderers Quotation submission. The Authority reserves the right to make amendments to the text of the Quotation Documents during the quoting process and notify Tenderers of any such amendments.

3. Terms and Conditions of Contract:

3.1. Please note this is not an order. If your quotation is accepted, an official purchase order will be raised. The order will be subject to the review and amendment of the suppliers Terms and Conditions of Contract only on agreement by both parties.

4. Return of Quotation

4.1. All Quotations shall be submitted to the Authority via Email to the RFO as detailed in section 7, before 12 noon on 3rd June 2024. Failure to submit your Quotation by the deadline may result in your submission being rejected at the sole discretion of the Authority.

4.2. The following documents must be completed following the same chronological format as indicated below and returned via email to the RFO.

- a) Your quotation must be based on the Specification and scope outlined in section 1;
- b) A response to the Quotation Evaluation Criteria section 2;
- c) Completed Pricing Schedule section 3;
- d) A response to Service levels section 4;
- e) A response to Performance Management section 5;
- f) A Response to the Mandatory questions outlined in section 6;
- g) All supporting documentation as required as part of the Quotation submission.

4.3. **All pricing documents must be uploaded separately in an excel format and not embedded within any other documents.** Where pricing information is embedded within other documents, tenderers must upload separate copies of the embedded documents.

4.4. Any attachments that are not identified or any general sales material submitted will not be considered by the Authority. Tenderers are therefore asked not to enclose any documents, brochures or other materials unless you are specifically requested to do so.

5. Key dates

5.1. This procurement exercise will follow a clear, structured and transparent process to ensure that all tenderers are treated equally, fairly and transparently. The key dates for this procurement are currently anticipated to be as follows:

| | |
|--------------------------------|--------------------------|
| Date of Issue: | 20/05/2024 |
| Date for Submission: | 12noon 03/06/2024 |
| Deadline for Tenderers Queries | 24/05/2024 |
| Contract Award Date: | 10/06/2024 |
| Contract Start Date: | 01/07/2024 |
| Contract End Date: | 30/06/2025 |
| Contract Extension Date: | 30/06/2026 |

6. Health and Safety

6.1. The Authority expects all suppliers to adhere and comply to all statutory Health and Safety regulations. Where applicable the successful Tenderer must also comply with the Authorities Health and Safety policies.

7. Accreditations

7.1. The Authority requires that where accreditation to professional bodies is required and is necessary to deliver the services, the Supplier shall whilst working for the Authority, have all necessary accreditations in place.

8. Insurance

8.1 If a contract is awarded to you, written evidence of your insurance cover will be required. Insurance requirements will form part of the Terms and Conditions of Contract:

- a) Employers Liability Insurance £10,000,000
- b) Public Liability Insurance £10,000,000

c) Professional Indemnity Insurance £5,000,000

9. Rejection of Quotation

9.1. The Authority in its absolute discretion may reject a quotation if:

9.1.1. the prices submitted are too high to be affordable;

9.1.2. the prices submitted are too low to be credible, but only after the Tenderer has been given the opportunity to provide an explanation of the quotation or part of the quotation which the Authority believes to be too low, and where the Authority does not accept the explanation;

9.1.3. all or part of the Quotation Documents are reproduced for submission in a different format from that provided by the Authority;

9.1.4. the Quotation is qualified;

9.1.5. the Tenderer makes or attempts to make any variation or alteration to the terms of the Contract Documents;

9.1.6. if the Tenderer discloses to any third-party prices shown in its Quotation except where such disclosure is made in confidence in order to obtain quotations necessary for the purposes of financing or insurance and/or;

9.1.7. if the Tenderer enters into any agreement with any other person that such other person shall refrain from submitting a Quotation or shall limit or restrict the prices to be shown by any other Tenderer in its Quotation and/or;

9.1.8. if the Tenderer fixes prices in its Quotation in accordance with any arrangement with any person or by reference to any other Quotation and/or;

9.1.9. if the Tenderer offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Quotation any act or omission and/or;

9.1.10. if the Tenderer in connection with the award of the Contract commits an offence under the Bribery Act 2010 or an offence under Section 117(2) of the Local Government Act 1972 and/or;

9.1.11. if the Tenderer has directly or indirectly canvassed any member or official of the Authority concerning award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer or Quotation submitted by any other Tenderer and/or;

9.1.12. if the Tenderer has done anything improper to influence the Authority during the Quotation period and/or;

9.1.13. if the Tenderer has failed to use the English language and/or;

9.1.14. if the Tenderer has failed to return any of the accompanying documents identified in paragraph 4.2 above.

9.1.15. if the Tenderer has failed to declare any conflict of interest or any circumstances that could give rise to a conflict of interest.

9.2. For the avoidance of doubt any non-acceptance or rejection in accordance with paragraphs 8.1.1 and 8.1.2 above shall be without prejudice to any other civil remedies available to the Authority or any criminal liability that such conduct by a Tenderer may attract.

10. Disclosure and Barring Service Checks (DBS Checks)

10.1. Where the Authority specifies that DBS Checks are required it will be a requirement that all contractors, their employees and sub-contractors (where applicable) shall, whilst delivering the

Works, Supplies or Services hold current certification of DBS Checks and these will be disclosed to the Authority for verification before the Contract commences.

Section 1 Specification and Scope of Services

1.

Background

The current payroll provider support will cease on the 30th June 2024 and Northampton Town Council invites quotes from experienced and qualified Suppliers for the provision of Payroll services.

The contract will commence on the 1st July 2024 and will be for a period of 1 year with the option to extend for an extra year.

The purpose of the contract is to ensure that Northampton Town Council Payroll services are delivered in accordance with all statutory regulations.

Suppliers are required to have a minimum of 5 years' experience of delivering and providing payroll services for a local authority or similar.

The current way of working

On a monthly basis, the RFO collates any additional hours / overtime worked including any deductions and submits via excel format to the payroll provider within the first 5 days of the calendar month.

The Payroll provider processes the payroll within 3 working days of receipt of data and issues via email:

a) payslips (password encrypted) b) Payroll Report c) HMRC report (P32) and completes PAYE Tax year end.

All payroll output reports must be received no later than the 8th of the month unless agreement has been made by both parties.

The RFO checks the payroll report / payslips / HMRC / Pension contribution(s), if correct:

- > issues the payslips to all employees
- > updates iConnect & LGPS (pension data software)
- > Pays Employees, Mayor, Councillors and Pension & HMRC directly.

If incorrect, will notify the payroll provider with 48 hours of receipt, corrections & updated reports to be re-issued by return within 24 hours

Salary payment date is 19th of the month, if the date falls at the weekend, payment is made on the preceding Friday.

Pension and HMRC payments are made on the 30th of the month.

Payroll is approved by the Town Clerk and all payments require the approval of the Accounts sub-committee who meet monthly usually between the 10th -15th of the month.

Payroll is validated by Councillors as part of our Internal Control check quarterly

Scope

Northampton Town Council have 11 employees, 1 Mayor and 25 Councillors.

Salary calendar is monthly, any overtime / additional hours / including any deductions are processed monthly in arrears

Employees are paid 1/12th of annual salary, monthly

The Mayor is paid 1/12th of the annual Mayoral Allowance, monthly

Councillors are paid twice yearly ½ (half) of the annual Cllr Allowance in June and December.

Service Requirements:

Process Payroll Information, including but not limited to salary, additional payments such as overtime, additional hours, statutory deductions and back pay (where applicable).

Pension contributions for both Employee and Employer

HMRC (PAYE, Employers & Employees NI / Student Loans)

Produces all relevant reports / payslips / P60 / P45's etc.

Section 2 Quotation Evaluation

Each Quotation will be scored by the evaluation team comprising the Town Clerk, Assistant Town Clerk and the RFO. The evaluation and weighting are as follows:

Table 1:

| Evaluation Criteria | Weighting |
|--------------------------------|-----------|
| 1. Secure & Competent Business | 35% |
| 2. Local market presence | 15% |
| 3. Innovativeness | 5% |
| 4. Supplier responsiveness | 20% |
| 5. Cost | 25% |
| Total | 100% |

Please include details and evidence of the following which will be taken into consideration during evaluation and scored against the evaluation criteria above accordingly.

Table 2:

| |
|--|
| <p>1. Secure & Competent Business 35%</p> <ul style="list-style-type: none"> • In business & experience of 5 years or more. • Financially sound business • EL/PL/PI insurance certified • Are your employees fully trained / certified in payroll administration. • Able to provide professional advice on all payroll related enquires • Positive client feedback • Data security compliant |
| <p>2. Local Market Presence 15%</p> <ul style="list-style-type: none"> • Office local to Northampton • National / Regional supplier |
| <p>3. Innovativeness 5%</p> <ul style="list-style-type: none"> • Forward thinking • Evidence of continuous improvement • Portal / electronic data storage / retrieval |
| <p>4. Supplier Responsiveness 20%</p> <ul style="list-style-type: none"> • Met RFQ timeline • All details and evidence requested received • Positive existing Client based feedback • Using known software • Evidence of data security |
| <p>5. Cost 25%</p> <ul style="list-style-type: none"> • Meets all aspects of the scope and is competitive |

Scoring

In respect of each criteria in Table 1 a score will be awarded on a system of 0-10 in accordance with the scoring scale below and will be weighted in accordance with the % indicated.

| | |
|-------------------|--|
| Score 0 | Response does not meet requirements or no response is provided |
| Score 1-4 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| Score 5-7 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| Score 8-10 | Response meets requirements to a high standard. Robust and detailed in all respects. |

The scores achieved for the quotation price and the quality criteria elements and the tenderer achieving the highest score will be successful.

Note: failure to provide the required information requested may lead to your quotation being rejected.

Section 3 Cost

3. Cost

- 3.1. We would request 3 pricing models in your proposal.
- 3.1.1. Payroll service as is currently provided and described in the current way of working detailed on page 5
- 3.1.2. Payroll service where the RFO will issue the payroll data and the provider will process the payroll, issue the payslips, update iConnect and LGPS and arrange payments for employees, Mayor and Councillors, LGPS and HMRC
- 3.1.3. Payroll service as per point 2 with the exception of payment, NTC will issue payments.
- 3.2. Cost tables are detailed below for inclusion in this RFQ, however, please complete the excel document sent with this RFQ and return as an excel document with your proposal.

| Model Option 1 - replicate current process as per 3.1.1 | | | | |
|---|-----|---------|------|-------|
| Description | Vol | UoM | £ pp | Total |
| Set up cost (one off) | 1 | off | | £ - |
| Customer / Portal (access) | 1 | off | | £ - |
| Individual Employee set up (11) | 11 | ea | | £ - |
| Mayor set up (1) - | 1 | ea | | £ - |
| Individual Councillor set up (25) | 25 | ea | | £ - |
| Standard monthly payroll fee to run payroll | 12 | monthly | | £ - |
| Payslip's - to produce Employees | 11 | 12 | | £ - |
| Payslip's - to produce Mayor | 12 | 1 | | £ - |
| Payslip's - to produce Councillors | 25 | 2 | | £ - |
| HMRC / Pension / Salary reports - to produce and issue | 12 | monthly | | £ - |
| Any Additional costs that may apply if not included in the above. please break down and specify. | | | | |
| Annual Total Model Option 1 Cost | | | | £ - |

| Model Option 2 - Full payroll service as per 3.1.2 | | | | |
|---|-----|---------|------|-------|
| Description | Vol | UoM | £ pp | Total |
| Set up cost (one off) | 1 | off | | £ - |
| Customer / Portal (access) | 1 | off | | £ - |
| Individual Employee set up (11) | 11 | ea | | £ - |
| Mayor set up (1) - | 1 | ea | | £ - |
| Individual Councillor set up (25) | 25 | ea | | £ - |
| Standard monthly payroll fee to run payroll | 12 | monthly | | £ - |
| Payslip's - to produce Employees | 11 | 12 | | £ - |
| Payslip's - to produce Mayor | 12 | 1 | | £ - |
| Payslip's - to produce Councillors | 25 | 2 | | £ - |
| iConnect / LGPS calculation & submission of | 12 | monthly | | £ - |
| HMRC / Pension / Salary reports - to produce and issue | 12 | monthly | | £ - |
| payments 11 x employees monthly / 1 x Mayor monthly / HMRC monthly / LGPS monthly | 14 | monthly | | £ - |
| Payments 25 Cllrs 2 x yearly / | 25 | 2 | | £ - |
| Any Additional costs that may apply if not included in the above. please break down and specify. | | | | |
| Annual Total Model Option 1 Cost | | | | £ - |

| Model Option 3 -Full payroll service as per 3.13 (excludes the payment element) | | | | |
|---|-----|---------|------|-------|
| Description | Vol | UoM | £ pp | Total |
| Set up cost (one off) | 1 | off | | £ - |
| Customer / Portal (access) | 1 | off | | £ - |
| Individual Employee set up (11) | 11 | ea | | £ - |
| Mayor set up (1) - | 1 | ea | | £ - |
| Individual Councillor set up (25) | 25 | ea | | £ - |
| Standard monthly payroll fee to run payroll | 12 | monthly | | £ - |
| Payslip's - to produce Employees | 11 | 12 | | £ - |
| Payslip's - to produce Mayor | 12 | 1 | | £ - |
| Payslip's - to produce Councillors | 25 | 2 | | £ - |
| iConnect / LGPS calculation & submission of | 12 | monthly | | £ - |
| HMRC / Pension / Salary reports - to produce and issue | 12 | monthly | | £ - |
| Any Additional costs that may apply if not included in the above. please break down and specify. | | | | |
| Annual Total Model Option 1 Cost | | | | £ - |

Section 4 Service levels

4. Propose and agree SLA's for the following
 - 4.1. Invoicing:
 - 4.1.1.The supplier will invoice on completion of each payroll run – payment will be 30 days from date of invoice
 - 4.1.2.Payroll data must be issued to the provider within 5 days of the new month and payroll completed with 3 working days.
 - 4.1.3.Payroll reports / payslips etc must be issued no later than 3 days after receipt of payroll data.
 - 4.1.4.Tax Year end will be completed by the statutory due date.
 - 4.1.5.Reporting – what reports in addition to the above will be available and how often.
 - 4.1.6.Contact calls will be responded to within? hrs
 - 4.1.7.Queries whether via telephone or email will be answered with? Hrs
 - 4.1.8.No price increases will be applied during the contract period
 - 4.1.9.Training – indicate if training is available and is part of your service offering.
 - 4.1.10. Please indicate if any others should be included.

Section 5 Performance

5. Please indicate what you would deem as appropriate supplier performance management criteria and any relevant indicators, including proposed resolutions.

Section 6 Mandatory Questions

6. Please include in your response answers to the following questions:
 - 6.1. Please provide your Company Registration Number and how many years your company has been operating.
 - 6.2. Please confirm if you are VAT registered and advise your VAT number
 - 6.3. Please confirm your Company insurance cover and levels of insurance held.
 - 6.4. Please provide contact details for 3 existing customers for reference and confirm we have approval to contact them.

- 6.5. Please advise if we will be assigned a single point of contact for all enquiries, payroll processing & reporting.
- 6.6. Please confirm if you have a local presence.
- 6.7. Details of all accreditations awarded.

7. Contact Information:

Please submit your proposal in strict order matching this RFQ to Catherine MacLellan (RFO) via email catherine.maclellan@northamptontowncouncil.gov.uk