

Meeting	Finance & Policy Committee
Date	20 th September 2022
Report Title	Brightpay Connect – Payroll Software
Agenda Reference	13
Author	Jodie Smart, Finance Officer & Deputy RFO

Officer's Recommendations:

- 1. To upgrade to the Connect version of the Brightpay payroll software at an additional cost of £12.56 per month.**
- 2. To note the three-year financial impact of the upgrade.**
- 3. If approved, to amend the Financial & Operational Risk Assessment with this product's data storage and security information.**

Brightpay software

The Parish Council currently uses Brightpay to supply the payroll software for processing all staff salaries and Councillor allowances. Currently the software is downloaded onto the office server. The 'Connect' upgrade moves the data onto a cloud-based storage system. The data storage and security information for this product is attached to this report as Appendix A.

Migrating to the Cloud based version will assist the Parish Council in the long-term goal of removing the internal server.

As well as moving the data storage, the 'Connect' version of the software offers improved functionality for employees and councillors to have individual dashboards, so that they can login using their personal computer, tablet or smartphone and have access to an app if required. The employee dashboard includes:

- All payslips, P60s etc
- An online holiday request and approval function
- Holiday calendars so everyone can see their own holiday booked (past and future)
- Documents sections so we can upload individual contracts and whole staff documents such as the staff handbook
- Comms tool so we can send information/documents to individuals, departments, or whole staff
- There is also a function to track who has opened documents – handy for things like H&S updates so we can log who has 'read' it

This dashboard will reduce the amount of paper used in the office for printing payslips, P60s and payroll letters etc.

The online holiday approval aspect will also save time for both employees and Managers as requests are done via the dashboard, a request is directed to the Manager who can see the whole staff calendar (via the dashboard) and approve/decline straight away. Thus, negating the use of paper leave request forms.

Budgetary Impact

If approved and implemented from 1st October 2022 the annual fee for 22/23 will be £75.36.



Impact Summary

Procurement & Financial:

Financial Year	Budget Code	Additional expenditure for payroll upgrade	Increase in precept %	Increase in precept £ (per annum)
2023/24	IT Support (4024/101)	£151.20	0.01%	£0.02
	Cumulative Budget impact of all additions/amendments in 2022/23	£368.00	0.03%	£0.04
2024/25	IT Support (4023/101)	£151.70	0.01%	£0.02
	Cumulative Budget impact of all additions/amendments in 2022/23	£368.00	0.03%	£0.04

Climate Change Impact: There is a reduction in printing and paper usage. The Council is developing its carbon footprint in line with its strategy.

Risk Assessment: Brightpay's data storage and security information for this product to be incorporated into the Financial & Operational Risk Assessment.

Operational Considerations: Improved staff efficiency.