

MINUTES OF A MEETING OF THE CABINET PROCUREMENT AND INSOURCING COMMITTEE

MONDAY, 2 MARCH 2026

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| Councillors Present: | Councillor Robert Chapman in the Chair Cllr Christopher Kennedy and Cllr Sarah Young |
| Apologies: | Councillor Carole Williams |
| Officers in Attendance: | Rotimi Ajilore - Assistant Director, Procurement & Energy Services Sandra Farquharson - Director of HR/Organisational Development Leila Gillespie - Procurement Category Lead for Corporate Services Rabiya Khatun - Governance Officer Anthony Maddocks – Lawyer Rehana Ramesh - Director for ICT Digital and Customer Services Patrick Rodger - Senior Lawyer Andrew Solomon – Lawyer |
| Officers in Attendance Virtually: | Cassy Goring - Assistant Director HR and Traded Services Opama Khan – Assistant Director ICT & Workplace Services Sabhia Malik - Head of Enterprise Systems |

1 Apologies for Absence

1.1 Apologies were received from Councillor Williams.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Urgent Business

3.1 There was no urgent unrestricted business.

4 Notice of Intention to Conduct Business in Private and Representations Received

4.1 There were no representations received.

5 Deputations/Petitions/Questions

5.1 There were no deputations, petitions or questions to consider.

6 Unrestricted Minutes of the Cabinet Procurement and Insourcing Committee held on 2 February 2026

RESOLVED:

That the minutes of the previous meeting of Cabinet Procurement and Insourcing Committee held on 2 February 2026 is a true and accurate record.

7 F S683 Human Resources Information System (HRIS) Payroll Hosted Application - Supplement Attached

7.1 Sandra Farquharson, Director of HR/Organisational Development presented the report seeking approval for award of a contract to Supplier 1 Reseller for the provision of a Full Hosted iTrent HR and Payroll System as an integral requirement to provide the facility to remunerate Council staff for their services. The Council's current contract was due to expire at the end of March 2026 and the market testing had provided insight into necessary features, although there had been insufficient time for a full tendering process. The interim solution to avoid disruption to payroll services had been to award a contract for an initial three year term with a single two year contract extension option. The IT department would support, maintain, and run the new system while working closely with the Director of HR/Organisational Development. A discovery phase to clearly define options and timelines was expected to be completed within the next 12 months.

7.2 The new contract would introduce two new modules, the Development and Performance Management to facilitate monitoring learning and development and improve performance management. The social value elements for the borough's residents included two CV workshops held annually, remote mock interviews with Hackney Works twice a year and work experience for two students above 18 years old every year and potential sponsorship of the employee awards evening.

7.3 Following the introduction, Members of the Committee asked questions which the Director of HR/Organisational Development and Director for ICT Digital and Customer Services responded as follows:

- With regard to the concerns about the limited timeframe for the full procurement process and whether new systems were now in place to provide early warning alerts a year in advance for contracts requiring reprocurement, the Assistant Director of Procurement Energy Services stated that the Contract Management or Contract Register system was used as a repository for all contracts with details such as expiry and potential extension dates and automated notifications sent to service areas approximately 24 months before a contract expired prompting them to begin the review process for renewal or reprocurement. The current situation represented a lesson learned regarding procurement timing.
- It was emphasised that this procurement was being undertaken within the framework of the opportunity to align the new HRIS Payroll with the Council's Digital Strategy and presented an opportunity for the Council to

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explore aligning HR, ICT, and Finance systems into a single Enterprise Resource Planning system to provide a more cost effective approach and more effective use of data.

- It was stated that the discovery phase for the new ERP system had been formally incorporated into the Digital Strategy roadmap to ensure a clear path forward and would conclude within the next 12 months to mitigate against future delays. The intention was to present to the Committee clear options, cost projections and definitive timelines. The information gathered would be instrumental in determining the future direction, whether that involved terminating the current contract or pursuing an evolved solution based on the existing iTrent system.
- With regard to the need to enhance social value within large ICT procurements specifically concerning local employment and apprenticeships, it was stated that they were prioritising tracking social value initiatives with the top suppliers who held the largest contracts. The current contract management system which was essential for tracking social value required improvements and the contract team was actively working on this as part of the overall digital strategy. Officers were in dialogue with the Director for ICT Digital and the Procurement team about providing a clearer way on how to deliver greater social value on ICT related contracts.

RESOLVED:

To approve a direct award of a contract to Supplier 1 for a Human Resources Information and Payroll System via the KCS Framework. The contract will be for an initial three (3) year term, with a single two (2) year contract extension option.

The decision, reasons for decision and alternatives options considered and rejected are contained within the published Decision Notice.

8 Exclusion of the Public and Press

RESOLVED:

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt items 9-10 on the agenda on the grounds that it is likely, in the view of the nature of the business to be transacted, that were members of the public to be present, there would be disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972 as amended.

9 F S683 Human Resources Information System (HRIS) Payroll Hosted Application (Exempt Appendices) - Supplement Attached

9.1 The exempt appendices relating to item 7 were noted during the discussion of the report.

10 Urgent Exempt Business

10.1 There were no urgent items of restricted business.

Duration of the meeting: 2.00 - 2.30pm

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