

Report of the Head of Democratic Services

Democratic Services Committee – 28 June 2016

COUNCILLORS – SELF SERVICE

Purpose:	To inform the Democratic Services Committee of the Authority's intention to move Councillors to the ISIS Self Service package.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
FOR INFORMATION	
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1. Introduction

- 1.1 The Authority has embarked on its "Sustainable Swansea – Fit for the Future" programme, aiming to deliver a fundamental change to the way that certain things are carried out.
- 1.2 Sustainable Swansea is a programme of activity, tools and techniques that will help everybody within the Authority to take a managed approach to the changes that we face as an organisation. A whole Council approach will have a greater impact than if we acted alone.
- 1.3 The objectives of Sustainable Swansea – Fit for the Future are:
- To transform services;
 - To deliver better outcomes for residents;
 - To achieve financial sustainability.
- 1.4 ISIS is the Council's integrated HR, payroll, finance, procurement stores and job costing system. It is used in every Service Unit and has around 4,000 users.
- 1.5 A programme of work will now commence with getting Councillors to commence using the Self Service element of ISIS.

2. Councillor Self Service on ISIS

2.1 Councillor self-service will allow Councillors to view, amend and apply for things via ISIS. This will include:

- Payslips, P60's and P11d's;
- Changes to your personal details (address, bank etc.);
- Car Parking Permits;
- Mileage and Expenses Claims.

2.2 By encouraging Councillors to use ISIS Self Service, it will reduce printing costs, save administration time and costs. All of which will assist the Authority in managing its financial deficit. ISIS Self Service will also allow Councillors to update their information in real time.

2.3 With immediate effect, no new Councillor shall receive a paper payslip and will be required to use the Self Service on ISIS.

2.4 All current Councillors will be encouraged to shift to the Self Service system; however it will be compulsory from the Annual Meeting of Council in May 2017.

2.5 The shift to ISIS Self Service Mileage and Expenses Claims will also commence in May 2017; however a number of Councillors will be invited to start using the system sooner, so that the process can be trialled.

2.6 Training will be provided to all Councillors in order to manage this process of change. User Guides are available on the Authority's StaffNet site <http://www.swansea.gov.uk/staffnet/mileageandexpenses>

3. Equality and Engagement Implications

3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

4. Financial Implications

4.1 Any costs that arise will be minimal and will be met from within existing budget.

5. Legal Implications

5.1 None.

Background Papers: None.

Appendices: None