



**INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS**

**TUESDAY, 18 FEBRUARY 2025**

Please find enclosed Decision Notice in connection with the following:

**ODD3 Procurement of HR and Payroll System (Page 2)**

Please note that this is subject to call-in.


**Queries regarding these documents**

Please contact Liz Bateson, Democratic Support - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

Democratic Support,  
Town Hall,  
Dalton Square,  
Lancaster,  
LA1 1PJ

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**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER  
NOTICE OF DECISION**

<b>TITLE OF DECISION:</b> Procurement of HR and Payroll System			
<b>NAME OF DECISION TAKER:</b>		MARK DAVIES	
<b>POSITION AND RESPONSIBILITY HELD:</b>		CHIEF EXECUTIVE	
<b>CONTACT OFFICER:</b>		SARA STARK	
<b>TELEPHONE:</b>		01524 582594	
<b>E-MAIL:</b>		sstark@lancaster.gov.uk	
<b>Details of Decision:</b> The contract for provision of the HR and Payroll System is to be given to Zellis Limited. Contract duration is 3 years with option to extend for 12 months. This is further to Decision Notice ICMD9 Procurement of HR and Payroll System			
<b>Reasons for the decision:</b> The Crown Commercial Service G Cloud 14 Framework was used to assess and compare providers with Zellis being the sole provider once our requirements were filtered against the suppliers.  The current contract is due to end in March 2025, this is a business critical system that must continue to run without a break in service.  Zellis is our current supplier so ensuring there is no break in service. They were the sole supplier identified when using the Framework and their pricing for the new contract will maintain the current costs of the budget allocated for the HR and Payroll system.			
<b>IS THE DECISION URGENT</b> NO			
<b>SIGNATURE OF DECISION TAKER:</b>			
<b>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</b>			
		<b>REF NO.</b>	ODD3
<b>DATE DECISION TAKEN:</b>	14.2.25	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	17.2.25
<b>DATE DECISION PUBLISHED:</b>	18.2.25	<b>IMPLEMENTATION DATE (publication day + 5 working days):</b>	26.2.25