HR COMMITTEE

DATE:	May 2022
TITLE OF REPORT:	26-22 HR System
AUTHOR AND CONTACT DETAILS	Gary McIntosh, Head of Human Resources gary.mcintosh@slc.ac.uk
PURPOSE:	Provide the HR Committee with an update on the HR System situation.
KEY RECOMMENDATIONS/ DECISIONS:	The Members are recommended to: 1. Agree to delegate to the Chair's Committee the power to approve the outcome of the tender exercise.
RISK	1. Failure to automate HR procedures will impact adversely on the ability of the College to implement successfully the Board's HR & People Strategy and Strategic Priorities. 2. Additional staff may be required to continue with manual procedures at a time of budget reductions. 3. Automation will contribute to compliance with Data Protection legislation and reduce the possibility of a data breach.
RELEVANT STRATEGIC AIM:	Successful Students – skilled & knowledgeable staff Highest Quality Education & Support – Valued & enthusiastic staff; high-quality support services; productive partnerships Sustainable Behaviours – effective leadership and management; excellent governance; continuing professional learning and development; appropriate risk management
SUMMARY OF REPORT:	The report will provide insight into each of the following areas: • Current Systems • System Heatmap • HR Capacity • Next Steps

1 INTRODUCTION

1.1 This paper provides an overview of the current position on systems and automation.

2 CURRENT SYSTEMS

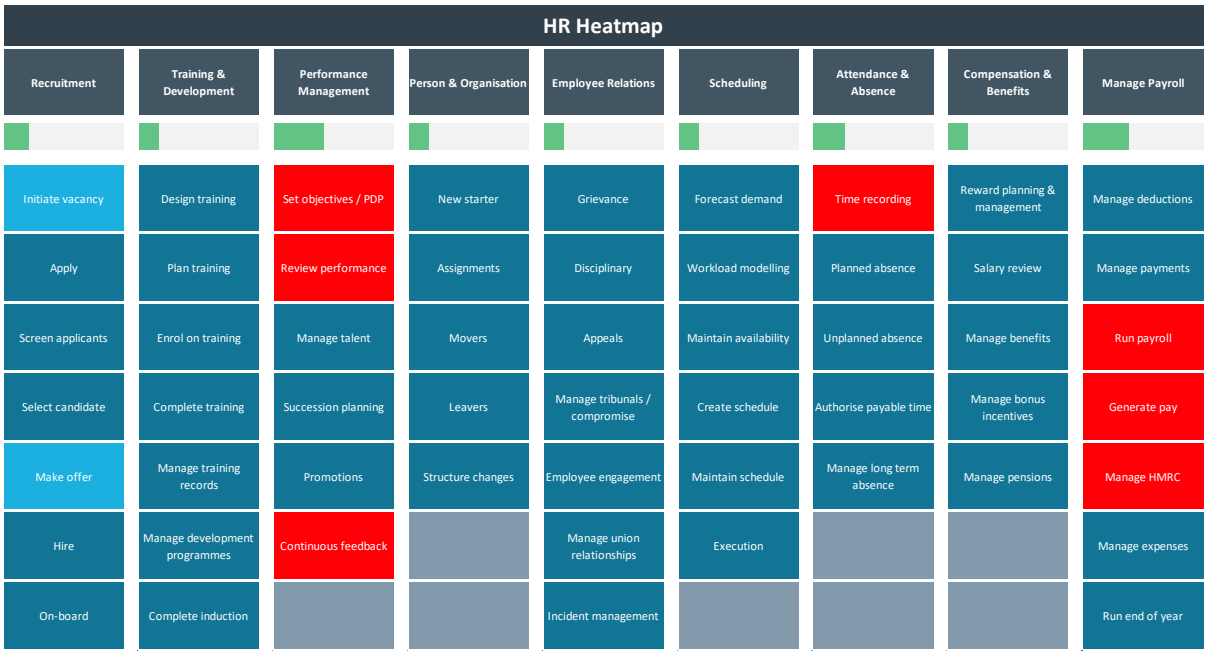
2.1 The HR department is currently supported by two systems:

2.2 In House HR System – currently holds basic person data (such as name, address, job details and equality data.), limited information on training requests, and currently hosts the "career review" procedure. It does not include any salary information and does not integrate with other College systems such as finance and timetabling. There have also been minor data breaches directly related to data management.

2.3 The Pegasus Opera payroll system is stand-alone and does not 'speak' with any other current College system. It is not a system used widely in the College sector and requires expenditure annually to engage specialist consultants to provide bespoke support to maintain the system. The approximate cost of Pegasus Opera each year is £11,000 which will be subsumed into the cost of the new system. In addition this requires the College to allocate additional Internal Audit activity to payroll because of the lack of connectivity with the Finance ICT system.

2.4 System Heatmap

The current system capability is shown in the heatmap below. Those in shades of blue are currently manual tasks. The red colour signifies poor system capability. There is no good nor average system capability, which would have been shown as either amber or green. In addition to the below chart, there is no support for employee engagement activities.



3.0 HR Capacity

As a consequence of poor systems support for delivering the HR function, members of the HR spend more than 50% of their time completing manual tasks which diverts them from activities which a modern HR service is expected to provide. Significant automation would enable the HR team to focus on value-added tasks in order to achieve the Board's HR & People Strategy and its Strategic Priorities. Areas of focus would include: business partnering and advisory work to support line managers, talent management and succession planning which is an essential element of workforce development, strategic learning and development programmes, career management, employee engagement, workforce planning, and enhancement of equality, diversity and inclusion work.

4.0 Next Steps

In order to address the issues identified above the College is proposing to tender for a supplier to provide an appropriate HR ICT system. The tender exercise will be supported by the College Supply Chain Manager within the APUC procurement arrangements and the Head of Management and Information Services. Work has already commenced of engaging with colleges who have conducted recently similar tender exercises and the Head of HR has made conduct with peers to ascertain their views on systems are currently used in the sector.

It is proposed that the Chair of the HR Committee will be invited to attend the final element of the process to select a preferred provider.

At the time of writing this report the value of this tender exercise is not known however it is anticipated that it will beyond the delegated authority of the Acting Principal therefore it is proposed that this report is referred to the June 2022 Board of Management meeting for consideration and approval to proceed should Members approve this paper.