

Council February 2022

Item 15.4 – Quotes – Payroll

Our longstanding payroll provider, Simon Goacher, is retiring as of the end of this Financial Year. He has served his required 6 months notice to WPC.

Current contract detail

The Agent will on behalf of the Client supply the service as set out below:

1. Process for each specified pay period the payroll for all employees of the Client.
2. Undertake all calculations in accordance with current Pay As You Earn (PAYE) legislation, and allied legislation in connection with Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay, and Statutory Paternity Pay and Tax Credits.
3. Prepare payslips for each employee each pay period, and forward to the Client.
4. Prepare all vouchers for the payment of net pay to each employee, and in respect of payments of deductions made, due to the Inland Revenue, and forward to the Client.
5. To complete all Year End documentation for the Inland Revenue within the statutory time limits as determined by the Inland Revenue, and to forward this to the Client or submit directly to the Inland Revenue, as directed.
6. To undertake preparation of all required documentation in respect of employees starting, and leaving the employment of the Client, and forwarding these to the Client.
7. To undertake on behalf of the Client to complete any required documentation in respect of cases of Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay, and Statutory Paternity Pay.
8. To advise on Payroll legislation as it affects the Client.
9. To use payroll software that is fully compliant to the requirements of the Inland Revenue's PAYE scheme.

Specification given to companies:

1. Above contract information
2. 4 Staff members paid monthly- using 1 pension provider
3. Up to 13 Councillors (members allowances paid twice annually)

Companies Contacted:

The Clerk sought recommendations from other Wealden Clerks and based on these went out for quotes from:

- DM Payroll Services
- Mulberry & Co
- James Todd And Co

Quotes (in no particular order)

A - £592 + VAT per annum

B - £228 + VAT per annum

C - £504 + VAT per annum

As all the organisations have a proven track record in payroll provision, the Clerk recommends accepting Quote B as this is the lowest quote