

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030763-2023>

Planning

## **CT2969 - Payroll Support Services**

City of Edinburgh Council

F21: Social and other specific services – public contracts

Prior information notice without call for competition

Notice identifier: 2023/S 000-030763

Procurement identifier (OCID): ocids-h6vhtk-040d0a

Published 18 October 2023, 1:15pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

City of Edinburgh Council

Waverley court

Edinburgh

EH8 8BG

#### **Contact**

Anna Penman

#### **Email**

[anna.penman@edinburgh.gov.uk](mailto:anna.penman@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

CT2969 - Payroll Support Services

#### **II.1.2) Main CPV code**

- 98000000 - Other community, social and personal services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The City of Edinburgh Council are seeking engagement on the creation of a framework agreement with payroll support providers to be part of a Payroll Support Service Framework. This is a second generation framework agreement.

The purpose of the Framework agreement is to offer a selection of Payroll Support Services for the Supported Person to choose from, in keeping with the values and principles of the Social Care (Self directed support) (Scotland) Act 2013.

This Framework Agreement does not guarantee business for the Provider for any set period of time or for any number of people.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 66000000 - Financial and insurance services
- 98000000 - Other community, social and personal services
- 79414000 - Human resources management consultancy services

#### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Within the City of Edinburgh

#### **II.2.4) Description of the procurement**

The payroll support service will contribute to helping people to maintain maximum independence, choice, control, inclusion and quality of life.

##### **Key Objectives**

The key objectives of the Payroll Support Service shall be to provide the following by a fully trained, highly committed payroll team. The following is not an exhaustive list but does reflect the minimum core service which is required to be delivered to the supported person who is employing Personal Assistants.

- Set up the Payroll service for the supported person
- Provide people with timesheets to record the hours their employees works
- Register the supported person as the employer with HMRC and deal with all correspondence from them;
- Deal with all correspondence from HMRC including end of year submissions
- Process 4 weekly / monthly salaries;
- Calculate payments to the personal assistants, including statutory payments when required (redundancy, sickness, holiday pay, maternity pay etc)
- Provide payslips (up to 2 per supported person per month/4 weeks)
- Calculate HMRC payment submissions;
- Retain annual leave records for employees
- Assist with pension auto-enrolment and ongoing support;

The council is also seeking services for a financial management service for those who require this for a variety of reasons and where either authorisation in his/her support plan has been given by The City of Edinburgh Council, or the supported person is self-funding. This service will incorporate all of the following:

- The provider will manage the finances on behalf of the supported person, whilst they remain in charge of the services they receive and the way in which their services are delivered. This service is in relation to Personal Assistants/Payroll only.
- Following discussion with The City of Edinburgh Council, all agreed outgoings will be paid by the provider on behalf of the supported person. This may include invoices for agencies, wage payments to employees, payments for Employers Liability Insurance, HMRC payments etc.
- The provider will be required to operate a separate bank account in the name of the supported person for processing Direct Payments/Personal Budgets.
- The provider will maintain an auditable accounting system that enables them to produce a statement of Receipts and Payments for each individual. A statement of account will also be provided to supported people and the City of Edinburgh Council as required.

The Provider will employ such staff as it believes appropriate to carry out the tasks and duties laid down in the Service Specification. Such staff will have the necessary skills, training and experience to undertake the professional role on behalf of the Council for the Service.

The Service Provider will ensure that the taking up of references for all staff involved will be undertaken. It will be a mandatory requirement of this contract that the provider complete a PVG for all relevant staff.

#### **II.2.14) Additional information**

In 2022/23 the total number of individuals accessing a Payroll Support Service authorised by the City of Edinburgh Council funding was over 311 payroll packages and 109 Financial Management Packages.

#### **II.3) Estimated date of publication of contract notice**

16 November 2023

---

## Section VI. Complementary information

### VI.3) Additional information

This prior information notice is to test the market interest, capacity and level of expertise available to deliver the payroll services across the whole of Edinburgh.

Please Note by noting your interest you are agreeing to further engagement with the Council and the Edinburgh Health and Social Care Partnership. The purpose of this PIN is for initial engagement purposes only and to notify the market of a potential contract opportunity.

The City of Edinburgh Council would like to invite organisations who have noted interest in the opportunity to attend a talking tender's event. The purpose of the event will be to present the draft requirement and the proposed procedure for securing future delivery. There will be a presentation with discussions points and time for Q&A. If there is interest, the proposed event will be held on the 30 October 2023 at 10:00am. This is to be a virtual event and will be held via Microsoft Teams. To register your interest in this event please e-mail [Anna.Penman@edinburgh.gov.uk](mailto:Anna.Penman@edinburgh.gov.uk) to advise your attendance.

The Council may decide to competitively tender this contract in the future or change/add to the requirement, therefore all information contained in this Prior Information Notice is subject to change.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=747900](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=747900).

(SC Ref:747900)