

Freedom of Information Request

Please provide the following information covering Finance, HR/Payroll systems and Tax under the Freedom of Information Act. In case of query, please email info@thetafr.co.uk

Finance System

1	What is the main Finance/ERP system? Please identify the version currently in use (e.g. Oracle Financials 12.1.3, Oracle Cloud ERP 20C, or SAP ECC 6.0) Totalmobile Total and Total Live systems version 15.5.100.43
2	Is the Finance/ERP system delivered through a shared service? No
2a	If yes, who is the shared service provider? N/A
3	Which modules are in use in the main Finance/ERP system? (e.g. Payables, Receivables, General Ledger, Assets) and what was the year of implementation? General Ledger, Creditors, Debtors, Purchase ordering, cashbook, Systems Admin, Interfaces 2003/4 initial version
4	Which external organisation managed the implementation of the main Finance/ERP system? None.
5	Is there a functional or technical support contract in place for the main Finance/ERP system? Only support is through Totalmobile and its helpdesk and our own internal resources.
5a	If yes, who is the current functional or technical support provider? See above.
5b	On what date does the functional or technical support contract end? March 2022
6	Please list any other Finance systems in use including version, implementation date, system implementation company, modules in use, support contract provider and contract end date Capita AIM Income management system current version is 12.0.2.668. Go live 2009/10. Capita AIM, ACR, Paye.net, Touch tone telephone, Internet and portal links. Includes managed card acquiring. Currently on a rolling 12 month contract. Support is via capita.
7	What tools or systems are in use for internal Finance reporting? None-Standard internal reports and export to Microsoft office. Not scheduling capable nor does it interface with any third party sites or software.
8	What tools or systems are in use for external Finance reporting? See above.
9	What tools or systems are in use for Planning and/or budgeting? See above.
10	Are you using a scanning solution for accounts payable processing? No
10a	If yes, which software is used? N/A
11	Are you using robotic process automation in any area of your Finance system? No

11a	If yes, which system(s)? N/A
11b	For each system which elements have been automated? (e.g. invoice entry, journal entry) No automation.
12	Please specify the procurement route that would be used for upgrading or replacing any of the current Finance systems? e.g. G-Cloud, Crown Commercial Services or Tender G Cloud
13	Are there any Finance/ERP systems replacement or transformation projects being planned? Currently under procurement and covers main and income management- closing date 21.10.20.
13a	If yes, what is the timescale e.g. next 6 months, 9 months, 12 months etc. See above
13b	Has a procurement exercise already been undertaken to source suppliers? See above
14	What are the business areas in which manual processing is most prevalent? (e.g. Accounts Payable, Cash & Treasury Management, Management Accounts) There are no automated processes within the main finance system. Certain automation within income management eg imports/exports etc.
15	Who should be contacted in connection with Finance Systems ownership queries? (Name, number, email) Andy Gould 01530 454820 Andy.gould@nwleicestershire.gov.uk

HR/Payroll System

1	What is the main HR system in use? (Please include version e.g. Oracle Core HR 12.1.3, Oracle Cloud HCM 20C, Workday) MHR - iTrent
2	Which modules are in use in the main HR system? (e.g. Core HR, Absence, Time, Performance, Learning, Recruitment) Core HR, Absence, Time and Expense, Performance, Recruitment.
3	Is Payroll in use? (if yes, please include the Payroll system details at question 7) Yes
4	Is the HR system delivered through a shared service? No
4a	If yes, who is the shared service provider? n/a
4b	Is any Payroll processing delivered through the shared service? No
5	Which external organisation managed the implementation of the main HR system? MHR
6	Is there a functional or technical support contract in place for the main HR system? Yes
6a	If yes, who is the current functional or technical support provider? MHR – system provider.

6b	On what date does the functional or technical support contract end? 31 March 2026
7	Please list any other HR and/or Payroll systems in use including version, implementation date, system implementation company, modules in use, support contract provider and contract end date Learningpool – elearning.
8	What reporting tools or systems are in use for HR reporting? Business Objects.
9	Are you using robotic process automation in your HR system? No.
9a	If yes, which elements have been automated? (e.g. job/position creation) n/a
10	Please specify the procurement route that would be used for upgrading or replacing any of the current HR systems? e.g. G-Cloud, Crown Commercial Services or Tender Currently not known.
11	Are there any HR or Payroll system replacement or transformation projects being planned? No
11a	If yes, what is the timescale next 6 months, 9 months, 12 months etc. N/a
11b	If yes, has a procurement exercise already been undertaken to source suppliers N/a
12	Is the HR system integrated with the accounting system? No
12a	If yes, please detail how e.g. automated feed or manual input? N/a
13	Who should be contacted in connection with HR Systems ownership queries? (Name, number, email) Pawan Dhillon 01530 454 526 pawan.dhillon@nwleicestershire.gov.uk

Tax

1	Is tax software in use? (e.g. for Making Tax Digital VAT filings, corporation tax returns or tax provision calculations) We currently use PWCs making Tax Digital software/spreadsheet pending integrated Finance System.
1a	If yes, which software and version and what date is the software contracted until? (Please include information for each tax type) Annual invoice- no commitment.
1b	If no, how is tax compliance and reporting for this area managed? (e.g. reliance on non-tax specific systems, and/or self-service tools such as Excel, Alteryx etc.) Excel spreadsheet.
2	Do you use any other specialist tax software? (e.g. for PSA returns, construction industry scheme etc.) No, CIS Direct to HMRC.

2a	If yes, which software and version and what date is the software contracted until? (Please include information for each tax type)
2b	If no, how is tax compliance and reporting for this area managed? (e.g. reliance on non-tax specific systems, and/or self-service tools such as Excel) Reliance on Excel.
3	How much is spent in total on tax advisory and compliance services across the following categories: £2,300 – Annual bill and not split between categories below.
3a	Indirect taxes
3b	Corporate/Direct Taxes
3c	People related Taxes
4	Is there a tax strategy in place? No
4a	If yes, what date does it run until? N/A
5	Is there a tax technology strategy in place? No
5a	If yes, what date does it run until? N/A
6	Is there a Brexit plan for tax? No
7	Who should be contacted in connection with tax ownership queries? (Name, number, email) exchequer@nwleicestershire.gov.uk