

ELLESMERE TOWN COUNCIL

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Ellesmere Town Council Payroll

Contract Specification

To Provide Payroll for Ellesmere Town Council as follows:-

Managed Payroll

- Management of all aspects of payroll and PAYE tasks including RTI submission and year-end.

Occupational and Statutory Payments

- Assess and pay statutory and occupational sick, maternity, paternity and adoption pay with statutory record keeping and issue forms in relation to statutory payments.

Pension Schemes

- Deduct pension scheme contributions including added years, additional voluntary contributions and pay to the respective bodies within set deadlines via iconnect system.
- Provide payroll related information to relevant pension schemes (i.e. LGPS monthly data returns).

Support

- A dedicated support line and email for all payroll queries.
- Online access to payroll advice, information, and FAQ's.

Online Processing

- Access to an online payroll system to view payslips, process mileage claims, submit contract changes and provide notification of new starter/leaver details.

Insurance:-

Employers and Public Liability must be held and produced to the council by the Contractor on commencement of any contract.

Contract Length:-

A 3 year contract will be awarded after consideration of quotes at an Ellesmere Town Council Meeting

Contract Payments:-

The contract value will be paid monthly upon receipt of invoices unless otherwise negotiated.