**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 1-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.