

## MANAGEMENT BOARD

### HAIS renewal update

*Take-note paper by DG Human Resources and Change*

#### **Actions for the Board**

1. The Board is asked to note work leading up to the launch of the new HAIS in April 2012 and to address any feedback or questions to the HAIS Renewal Programme Team.

#### **Background**

2. In preparation for the launch of the new HAIS on 2 April 2012, DHRC is developing training with our partners *Optimum Technology Transfer*.
3. The programme of training will be launched at the third annual **HAIS conference**, which takes place on 30 January 2012 in the Attlee Suite. All staff are welcome to attend this event and invitations will be sent out during the first week of January.
4. The HAIS conference is an opportunity to get early sight of the main changes affecting staff of the House from April. Members of the Board are asked to take note of these changes, listed in the Annex.

Andrew Walker

*5 January 2012*

## ANNEX: Summary of the main changes

These are a summation of decisions made at the HAIS Renewal Programme Board during 2011, with advice from the finance and HR management teams and the Resource Management Group.

The principles followed by this programme have been: (i) keep it simple, (ii) follow standard approaches used in the public sector, (iii) agree a single corporate approach and (iv) minimise departmental variations and customisation of the software.

Theme	What are the most visible changes for users of HAIS?	Why are we making these changes?
1. All departments will start to use a unified coding structure for financial transactions.	Cost centres will be subdivided into <b>HAIS Codes</b> and accounts into <b>products</b> .	Data quality and consistency; better management information.
2. Financial management information	<p>There will be a new 'House style' management account pack produced at the end of each month.</p> <p>Managers will see an improved view of financial management information:</p> <ul style="list-style-type: none"> <li>• Includes the breakdown of staff costs</li> <li>• Shows the portion of an order that has been receipted (instead of manual in-year accruals)</li> <li>• Shows actual against gross budget, and the House of Lords share where applicable.</li> </ul> <p>Budget-holding managers will be able to view their budgets online using HAIS.</p>	<p>One style so that we are able to provide corporate training and guidance on how to use it.</p> <p>To respond to feedback from managers and make financial information easier for them to understand.</p> <p>To provide the information needed to forecast accurately.</p> <p>To reduce reliance on manual back office processes.</p>
3. The role of budget-holding managers	<p>One named manager will be responsible for each budget (i.e. a cost centre or project). They will be trained on a standard set of financial responsibilities.</p> <p>Each HAIS code and the name of its responsible manager will be published online.</p> <p>There will be a new corporate budgeting and forecasting process. Budget-holding managers will use a standard spreadsheet format to profile their budget and re-forecast each month.</p>	<p>Roles and responsibilities will be clear and transparent and aligned to the management structure of the House. Managers will be clear what is expected of them and why.</p> <p>This will improve the House's capability to report its financial position each month.</p>

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4. Purchasing	<p>A clearer policy on how to buy things.</p> <p>Uniform Procure-to-Pay screens, no departmental variations.</p> <p>Purchases will be pre-approved by the manager responsible for the budget and they will be receipted online.</p> <p>Increasing use of preferred suppliers – sometimes less discretion for users in the selection of a supplier.</p> <p>Users will typically select the type of product or service they are purchasing from a pre-defined list.</p> <p>Purchase orders will no longer span multiple years.</p> <p>Large orders and invoices will no longer be authorised by every manager in the chain of command. Only the cost centre manager, plus the countersigning manager with the required level of authority will approve.</p>	<p>So that we are able to offer training and so that staff are clear of their responsibilities.</p> <p>Fundamental financial controls and visibility of financial commitments.</p> <p>Enabler for purchasing savings; maximising the House's purchasing power.</p> <p>Good practice / Enables us to analyse how the House is spending money and with whom.</p> <p>Enables us to account more accurately for our commitments and improve monitoring.</p> <p>Quicker approvals; less time consuming.</p>
5. Staff expense claims	<p>A new staff expense claims policy.</p> <p>Reimbursement through payroll only.</p>	<p>Makes it clear what can and cannot be reimbursed and when other purchasing methods should be used.</p> <p>Required for efficiency and managing tax compliance.</p>

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6. HR and payroll	<p>Organisation structures will be captured in HAIS.</p> <p>Staff will be able to view online the basic HR details of their own record and those of their direct reports.</p> <p>There will be a standardised payslip format with no more bespoke descriptions.</p> <p>Staff will be able to view their payslip online, as well as receiving a printed copy.</p> <p>There will be a single, automated process for submitting bulk claims for overtime and unsocial hours payments.</p>	<p>To achieve a single authoritative source of HR information. Enables better quality information and more efficient maintenance of systems.</p> <p>Enablers for efficiencies in the back office.</p> <p>The payroll will be normalised and more automated.</p>