

**Record of
Executive
Decisions
published
2/Jan/2024**

**Sunderland
City Council**

Elaine Waugh
Assistant Director of Law and Governance

City Hall
Sunderland

2 January 2024

Record of Executive Decisions Published: 2/Jan/2024

Decision Taker:

Paul Wilson, Director of Finance

Appropriate Scrutiny Committee:

Scrutiny Coordinating Committee

Date decision in force:

8 January 2024

Date of decision:

2 January 2024

Title and author(s) of written report:

N/A

Full description of decision:

To award a contract to Civica UK Limited for the provision of a Revenues and Benefits system and accompanying services

Reasons for the decision

In 2019, the Council awarded a contract to Civica UK Limited for the provision of a Revenues and Benefits system. This system is used to administer Council Tax, Business Rates, Housing Benefit and Council Tax Support for our residents and businesses, which require additional modules and upgrades in relation to legislation and service improvement requirements.

This contract was awarded via a direct call-off process undertaken from the Crown Commercial Service (CCS) Local Authority Software Applications Framework (RM1059). The current contract commenced on 11th February 2019 for a period of 5 years, with the potential option to extend by 2 x 12 months. However, an extension has been unable to be agreed due to an inconsistency within the Order Form.

It is intended that a forthcoming procurement will be undertaken utilising the CCS Vertical Application Solutions Framework (RM6259), which allows the Council to undertake a direct call-off process to award a new contract, in compliance with the Public Contract Regulations 2015. The direct call-off process will be completed, and the contract awarded in early January 2024.

The new contract will commence on 11th February 2024 for a period of three years. The total value of the contract over the three years will be approximately £996,667, as the support and maintenance annual costs will be subject to an annual RPI increase.

The cost of the Enterprise Licence which is included in the estimated overall contract value is a one-off cost funded from available council resources in 2023/24. The annual support and maintenance costs which will be funded from the annual revenue budget.

Alternative options considered and rejected:

The following options were considered but rejected:

Option 1: Not to proceed with the renewal of the Revenues and Benefits system. However, this option is not recommended as the existing system is critical for the day-to-day-functions across the Council.

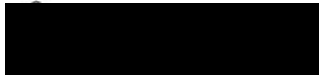
Option 2: Complete a full procurement exercise for a new system. This option is not recommended, as the Council is working successfully with the current system, and the Council would incur significant costs associated with the procurement and implementation of a new system.

Contact Officer: Paul Wilson

Email: paul-s.wilson@sunderland.gov.uk

Is this a key decision:	Yes
Does the Decision contain Confidential/Exempt Information:	No
Declarations of Interest and Dispensations:	None

<u>Decision Record</u> (For use in the case of Decisions (including Key Decisions) made by Officers under Delegated Powers)	
Name and job title of Delegated Officer with power under the constitution to make the decision: Paul Wilson Director of Finance	Directorate: Finance Paragraphs of Constitution relied upon: Part 3, Section 4, Paragraph 4e): In exercising their delegated powers Chief Officers may: accept tenders, place contracts, and procure other resources within or outside the Council. Part 4, Section 8, Rule 9.2): Where the aggregate value of the intended procurement is estimated to be equal to or over £500,000 Cabinet approval is required prior to advertising, except only in urgent cases where approval must be secured before award. Part 4, Section 8, Rule 9.3): The requirement in Rule 9.2 above does not apply to those Relevant Contracts that are in place to underpin the day-to-day workings of the Council (e.g., including (without limitation) utility supplies, stationery supply) provided that the prior agreement of the Director of Finance has been obtained before relying on this provision. Subject to the foregoing, the procurement of such contracts may be authorised by the relevant Chief Officer in consultation with the Director of Finance.
Where the decision maker is an officer authorised by the Delegated Officer to make the decision (an Authorised Officer) the name and job title of the Authorised Officer and paragraph of Directorate delegation scheme relied upon: N/A	
Date of decision: 2 nd January 2024	
Statement of decision made: To award a contract to Civica UK Limited for the provision of a Revenues and Benefits system and accompanying services.	
Where applicable, Report(s) considered (state the title and author of the report(s)) and list of background papers: N/A	
Reasons for the decision (including reference, where appropriate, to relevant impact assessments): In 2019, the Council awarded a contract to Civica UK Limited for the provision of a Revenues and Benefits system. This system is used to administer Council Tax, Business Rates, Housing Benefit and Council Tax Support for our residents and businesses, which require additional modules and upgrades in relation to legislation and service improvement requirements. This contract was awarded via a direct call-off process undertaken from the Crown Commercial Service (CCS) Local Authority Software Applications Framework (RM1059). The current contract commenced on 11 th February 2019 for a period of 5 years, with the potential option to extend by 2 x 12 months. However, an extension has been unable to be agreed due to an inconsistency within the Order Form. It is intended that a forthcoming procurement will be undertaken utilising the CCS Vertical Application Solutions Framework (RM6259), which allows the Council to undertake a direct call-off process to award a new contract, in	

<p>compliance with the Public Contract Regulations 2015. The direct call-off process will be completed, and the contract awarded in early January 2024.</p> <p>The new contract will commence on 11th February 2024 for a period of three years. The total value of the contract over the three years will be approximately £996,667, as the support and maintenance annual costs will be subject to an annual RPI increase.</p> <p>The cost of the Enterprise Licence which is included in the estimated overall contract value is a one-off cost funded from available council resources in 2023/24. The annual support and maintenance costs which will be funded from the annual revenue budget.</p>	
<p>Alternative options considered and rejected:</p> <p>The following options were considered but rejected:</p> <p>Option 1: Not to proceed with the renewal of the Revenues and Benefits system. However, this option is not recommended as the existing system is critical for the day-to-day-functions across the Council.</p> <p>Option 2: Complete a full procurement exercise for a new system. This option is not recommended, as the Council is working successfully with the current system, and the Council would incur significant costs associated with the procurement and implementation of a new system.</p>	
<p>Members/Officers/others consulted:</p> <p>Loraine Nelson, Benefits Manager, Benefits Team Sharon Holden, Revenues Manager, Revenues Team Martin Duncan, Business Relationship Manager, ICT Service Debbie Wise, Commercial Law Specialist, Legal Services Virginia Ainsley, ICT Category Manager, Corporate Procurement Cllr Paul Stewart, Cabinet Secretary</p>	
<p>Where the decision was made under a specific express authorisation of Council, Cabinet, a Committee, Sub-Committee or Joint Committee, the name of any member who declared a conflict of interest in relation to the decision:</p> <p>N/A</p>	
<p>In respect of any declared conflict of interest, a note of any dispensation granted by the Council's Head of Paid Service:</p> <p>N/A</p>	
<p>Is the decision a key decision as defined in the Constitution? Yes If yes, on what basis?</p> <p>The total value of the contract exceeds £500,000.</p>	
<p>Does the decision contain Confidential / Exempt Information?</p> <p>No</p>	<p>If applicable, ground on which information is confidential/exempt:</p> <p>N/A</p>
<p>Have you provided Governance Services with a copy of this decision record and any reports, other documents or background papers considered? No</p> <p>NOTE: Do not forward documentation for publication if it contains exempt or confidential information. If in doubt, take advice from Law and Governance Services.</p>	
<p>Signed: </p> <p>Name: Paul Wilson.</p> <p>Dated: 2nd January 2024</p>	<p>Signed:</p> <p>(Portfolio Holder/Chairman of Committee)</p> <p>Name (print):</p> <p>Dated:</p>
<p>For completion in respect of any decisions which have financial implications and regarding which consultation is required with the Executive Director of Corporate Services (Director of Finance) or his/her representative.</p>	

Counter Signed:	Signed: (Director of Finance or his/her representative)
Name (print):	Name (print):
Position:	Position:
Dated:	Dated:

Notes:

[1] Officers are reminded to follow the procedure set out in the Guidance on the Making and Recording of Decisions by Officers, in order to ensure compliance with the law. This is particularly important in the case of “key decisions.”

[2] A “Key Decision” is an executive decision which is likely
(a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the City.
For the purposes of (a) above, “significant” in terms of budget means £500,000 in savings or expenditure, whether capital or revenue

[3] A key decision will come into force and may be implemented on the expiry of five working days after publication, unless it is “called in”.

[4] It is a requirement of the Constitution that Chief Officers will consult the relevant portfolio holder and/or the Chairman of the relevant Committee prior to taking action where the action has policy or significant financial implications or where the portfolio holder or Chairman has given prior indication that he or she wishes to be consulted on the matter or type of matter. Ward members should also be consulted as appropriate.