

Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	ADCOM-23-013
Corporate Plan Priority	Meeting Residents' Needs
Delegation Title	Civica APP Regulatory Services System
Delegated Power Number	453 - Power to vary the terms of an existing contract, where there is provision within the contract to do so
Date of Exercise	17/03/2023
Cabinet Member	Cllr Steve Kay
Assistant Director	Fran Anderson

Type of Decision (Key/Executive/Non-Executive) See Scheme of Delegation to Officers – Council Constitution	Executive (Non-Key)
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	If a key decision has not been published in the forward plan at least 28 days in advance of the decision being taken, then the urgency or special urgency rules must be applied, and relevant forms completed in conjunction with Democratic Services
Date Decision Published in Forward Plan	Click or tap to enter a date. To be completed by Democratic Services
Urgency (For Key Decisions not included in Forward Plan only)	Choose an item.

Background to decision:

The Council has a contract in place for Civica APP case management system support which ends on 31 March 2023. The use of this system is embedded into Council Service processes and procedure relating to the delivery of the following regulatory services:

- Environmental Health
- Trading Standards
- Licensing
- Housing Assistance

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- Housing Enforcement

This system continues to meet the needs of the Council and makes provision for Licence, Support and Maintenance and therefore a continuation of the system is required.

Decision Considerations:

Continuation of the system ensures that regulatory service needs are met which is underpinned by an active support and maintenance contract which ensures that any service issues have a route to support and resolution.

Full details of decision:

Approval is requested to vary the terms of the existing Civica APP case management system and associated service modules with on-going provision and support with Civica UK Ltd by extending the end date for a further year, from 1 April 2023 – 31 March 2024.

Financial detail:

Total Value of Contract from 1 April 2022 to 31 March 2024: £89,535.56

Total value of 1 year variation from 1 April 2023 to 31 March 2024: £47,401.18

To be funded from IT Service Budget 10338/R4535, with 12.5% of this fee to be shared across three services that utilise the App.

Delivering Social Value:

This contract will indirectly support our local community by helping to ensure that the Council delivers high quality and effective regulatory services for its citizens.

Reasons for Decision:

To maintain service continuity of regulatory services and ensure that system issues and legislative changes are underpinned by valid licence to use, support and maintenance agreements are in place with the system supplier.

Plans are being developed to migrate away from the Civica APP system to a new product offering, Cx Regulatory Services. This will be a fully hosted Software as Service provision. However, the time to provision and migrate across to this new system is yet to be determined therefore still requiring the continuation of the Civica APP system for the next 12 months, whilst plans can be agreed/finalised, and funding agreed for this replacement service.

Details of alternative options considered (if any) and reasons for rejection:

Do Nothing – Rejected as the system is still required to ensure that regulatory service needs and met which is underpinned by an active support and maintenance contract which ensures that any service issues have a route to support and resolution.

Competitive Procurement Process - Plans are being developed to migrate away from the Civica APP system to a new product offering, Cx Regulatory Services. This will be a fully hosted Software as Service provision. However, the time to provision and migrate across to this new system is yet to be determined therefore still requiring the continuation of the Civica APP

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system for the next 12months, whilst plans can be agreed/finalised, and funding agreed for this replacement service.

Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Details of any dispensation granted in respect of any conflict of interest:

This must be left blank. Business Support will seek this information from the Cabinet Member.

Background Papers:

State where any additional papers may be held, any background information (if applicable).

Officer Name (Print)

Brian Donnelly, Systems and Software Manager, IT Services

Officer Signature



Submission date

31/01/2023

Procurement Approval

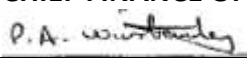




Request complies with the Council's Contract Procedure Rules

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Delegated Power Forward Plan Reference	
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Signatures

CABINET MEMBER FOR HEALTH AND WELFARE & DEPUTY LEADER OF THE COUNCIL Cllr Kay approved via email	Date 17/03/2023
CHIEF FINANCE OFFICER 	Date 01/02/2023
CHIEF LEGAL OFFICER 	Date 01/02/2023
CORPORATE DIRECTOR FOR ADULTS AND COMMUNITIES 	Date 31/01/2023

Call-In (Key Decisions Only)

Choose an item.

Reasons for dis-applying Call-In due to urgency to be added here if relevant. This will need to be reported to the next meeting of the Borough Council and the reasons must demonstrate that any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

Date Decision will become effective

Click or tap to enter a date.

To be completed by Democratic Services – date will be not less than expiry of 5 working days from publication unless urgency applies.

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