

Urgent Cabinet Report/Delegated Key Decision

Date of Request:	9 December 2024	Date of Meeting/Decision:		Officer:	Mike Oyston
Report/ Decision Title	Extension of Revenues and Benefits Service				

Urgency <u>Reason for urgency</u> In order to tie in arrangements for delivery of Revenues and Benefits Services from May 2025 with an external provider, the formal sign off process needs to be undertaken as soon as possible. Any delay to the process is a risk as the Council has no alternative provision from 2025. The external provider is under no obligation to continue with the services without formal sign off. The urgency route is being pursued because of this.
This urgent report/decision has been seen and agreed by the following:

I confirm that the relevant chair of Scrutiny and Improvement Committee (or if there is not chair, the whole committee individually) and the Cabinet Member have been informed by notice in writing of the decision to be taken.					
Officer name (Delegated Power Author)	Mike Oyston	Officer Signature		Date	09.12.2024
Assistant Director Name	Phil Winstanley	Assistant Director signature		Date	11.12.2024

Officer / Member	Signature
Managing Director – John Sampson	
Section 151 Officer - David Dunford	
Monitoring Officer – Steve Newton	

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	RES-24-063
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Revenues and Benefits Service Provision
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	12/11/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Phil Winstanley

Type of Decision (Key/Executive/Non-Executive)	Key - Executive
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	N/A
Date Decision Published in Forward Plan	
Urgency (For Key Decisions not included in Forward Plan only)	Urgency

Background to decision:

The current contract for a Revenues and Benefits Service with Liberata UK Ltd started on 8 May 2018 and expires on 7 May 2025 and includes the option to extend for a further 3 years. We are now seeking approval to implement the 3-year optional extension period available under the contract with Liberata UK Ltd for a Revenues and Benefits Service.

Decision Considerations:

Contract Procedure Rules.

The collection of local taxation and administering Housing Benefit and Council Tax Support are statutory requirements.

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Full details of decision:

Approval is requested to implement the optional 3-year extension period with Liberata UK Ltd for a Revenues and Benefits Services.

Extension Period: 8 May 2025 to 7 May 2028

Original Term: 8 May 2018 – 7 May 2025

Financial detail:

A reduction in price has been secured in negotiating a 3-year extension to the annual contract at £1,850,000 per annum (plus indexation). The 2024 annual contract price is £2,262,698. Inflation increases since 2018 have seen the cost of the contract exceed budget. This negotiated extension mitigates that pressure and delivers a £100k saving for the Council's 2025/26 budget proposals. The option of returning services in-house has been evaluated, but this extension delivers a saving and mitigates the risk of transitioning such a key service.

The annual contract price for the extension period will be funded from the revenue budget for Housing Benefit & Council Tax Support Admin.

Budget Code

10329 R4930

Is budget available for full contract/service without causing additional pressure?

Yes

Original Contract Value:

£13,678,000 (7 years plus annual indexation)

Extension Contract Value

£5,550,000 (3 years plus annual indexation)

Total Contract Value

£19,228,000 (10 years subject to annual indexation)

Delivering Social Value:

Collecting local taxation and administering Housing Benefit and Council Tax Support are statutory requirements.

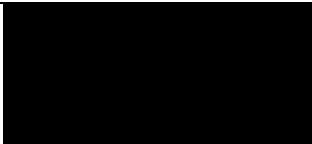
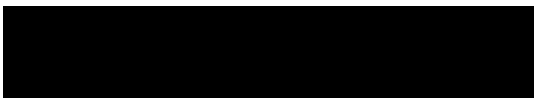

Reasons for Decision:

The administration of local taxation and support payments is a statutory requirement. The incumbent provider has delivered a good and reliable service for many years, with an extension offer that delivers value for money.

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

The option of returning services in-house has been evaluated, but this contract extension delivers a comparable saving and mitigates the risk of transitioning such a key service. The Council has an option to extend and has negotiated a price that makes extending the preferred option.

Delegated Power Record

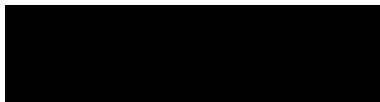


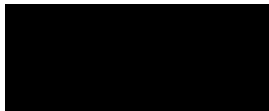
Details of any conflict of interest declared by any Elected Member consulted in relation to the decision: This must be left blank. Business Support will seek this information from the Cabinet Member.		
Details of any dispensation granted in respect of any conflict of interest: This must be left blank. 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)	Mike Oyston	
Officer Signature		
Officer Submission Date	27 November 2024	
Finance Manager Name (Print)	Christine Wood	
Finance Approval Signature		Finance Manager to confirm that budget has been confirmed for the decision
Date of Approval	03/12/2024	
Procurement Officer Name (Print)	Debbie Seaman	
Procurement Approval Signature		Request complies with the Council's Contract Procedure Rules
Date of Approval	10/12/2024	

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Reference	RES-24-063
Delegated Power Forward Plan Reference	
Corporate Plan Priority	A Strong and Sustainable Council
Delegation Title	Revenues and Benefits Service Contract
Delegated Power Number	452 - In accordance with the Council's Contract Procedure Rules 9.11: To implement an optional extension under existing contract terms
Date of Exercise	12/12/2024
Cabinet Member	Cllr Christopher Massey
Assistant Director	Phil Winstanley

Signatures

CABINET MEMBER FOR RESOURCES 	Date 12/12/2024
CHIEF FINANCE OFFICER 	Date 11/12/2024
CHIEF LEGAL OFFICER 	Date 11/12/2024
MANAGING DIRECTOR 	Date 10/12/2024

Call-In (Key Decisions Only)

Call-In to be dis-applied due to urgency, reasons as follows:

In order to tie in arrangements for delivery of Revenues and Benefits Services from May 2025 with an external provider, the formal sign off process needs to be undertaken as soon as possible. Any delay to the process is a risk as the Council has no alternative provision from 2025. The external provider is under no obligation to continue with the services without formal sign off. The urgency route is being pursued because of this.

Date Decision will become effective	Click or tap to enter a date.
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Delegated Power Record

	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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