

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Procurement of the Revenues and Benefits System	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. <i>3D2 Financial Resources b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.</i>
<u>DATE OF DECISION</u> 24 <sup>th</sup> September 2024	<u>DECISION MAKER (Name and Job Title)</u> Liam Brown – Assistant Director for Finance
<u>RECORD OF THE DECISION</u>	
<p>a) Approval for the Revenues and Benefits system to be awarded for a 4 year term.</p> <p>b) The Decision</p> <p>To approve the decision as above</p>	
<u>REASON FOR THE DECISION</u>	
To ensure the council has business continuity in order to raise bills in relation to council-tax, business rates and sundry debt as well as process housing benefit and local council tax support claims.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
One decision was to complete a full tender process. This option was rejected on the basis the timeframes were not achievable to complete a tender process. This would have caused to much business interruption with not allowing a transition period to migrate and could have had huge implications on the collection of council tax and business rates. Therefore, a procurement via a public sector framework agreement (Crown Commercial Services) was selected.	
<u>WARD RELEVANCE</u>	
None	
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>	
The proposed contract for the next 4 years can be managed within existing budgets.	

<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u>
None
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u>
None
<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u>
None
<u>HUMAN RESOURCES IMPLICATIONS</u>
None
<u>FINANCIAL IMPLICATIONS</u>
The proposed contract for the next 4 years can be managed within existing budgets.
<u>HEALTH EQUALITIES IMPLICATIONS</u>
None
<u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u>
None
<u>RISK MANAGEMENT IMPLICATIONS</u>
The current contract with Civica ends on 31st January 2025, in order to ensure business continuity and with very limited time frame, a full tender process is not achievable. Therefore a framework call off was the preferred route to market. There is significant risk both financial and reputational if we are unable to accurately bill and collect Council Tax and Non-Domestic Rates, invoice Corporate debts for our service users and award and distribute payments of Housing Benefit and Local Council Tax Support.
<u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u>
None
<u>ENVIRONMENTAL IMPLICATIONS</u>
None

LEGAL IMPLICATIONS

This decision is compliant with the Contract Procedure Rules and Procurement Regulations. Furthermore, failing to take this decision puts at risk the ability to undertake both statutory and non-statutory obligations and should the system contract not be re-procured, it puts the council at risk of failing to meet these obligations as the team will be unable to deliver its service.

ANY OTHER COMMENTS

None.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**