

## MINUTES

### Flare Replacement Project Board Meeting

27<sup>th</sup> May 2020, 12:00-13:00

Microsoft Teams

<b>Attendees:</b>	Andrew Errington (AE) Colin Monckton (CM) Steven Brookes (SB) Duncan Newbutt (DN) Peter Whitehouse (PW) Louise Dobson (LD) Rav Ghattoara (RG) Sarah O'Bradaigh (SO) Winston Smillie (WS) Ryan Denton (RD)
<b>Apologies:</b>	David Walker (DW) Claire Gavagan (CG) Lorraine Raynor (LR) Maria Balchin (MB) Paul Dales (PD)
<b>Item 1:</b>	<b><u>Welcome and Introductions</u></b>  All were welcomed to the meeting and apologies were noted. It was noted due to some colleagues not attending that the meeting will cover the civica proposal rather than the full agenda.
<b>Item 2:</b>	<b><u>Civica Proposal</u></b>  SB explains that the Civica proposal should be discussed. Highlighting email correspondence between council colleagues and James Thompson and the proposed costs involved for an extension of Flare. A proposed cost of £29,400 and asked for legal teams view on the proposal.  CM enquires what the current cost of Flare system, and SB confirms that it £37,000 per annum plus support and IT costs.  SB states that there are three options, and recently Civica proposed a 6-12 month extension offer. SO states that the longer the extension, the more riskier it is legally.  SB highlights an email highlighting that the total extension rather than £29,400 for 6 months would total around £50,250 including other costs.  Colleagues discuss the possibility of the extension, and confirmed that it could be possible for an extension under regulation 72.1 but again would be without risk of potential challenges from aggrieved suppliers in any procurement process. An extension would mean it would be to the standards terms and conditions rather than the current conditions.  CM states that more discussion is needed but it would be desirable for an extension to the current contract, and that the pricing would need to be looked into, confirmation of a 12 month extension and the need to understand the risk created by a long term extension. AE confirms that a long term extension would be preferred due to the current Covid-19 crisis, and the need to have some spacing to ensure the council gets



	<p>the right system.</p> <p>CM asks if an extension of the contract would be under the same terms and conditions of the current terms or whether it would be under standards. SB clarified that the extension would be under the standards terms and conditions.</p> <p>A discussion took place analysing the contract and the overall value which could have ramifications on the viability and process of the contract extension. WS states that due to the purchase of extra licences in 2018 the value of the contract would have increased.</p> <p>In preparation for the next meeting CM clarified that the aim of the next week should be to prepare a piece of work on how viable it will be for a 12 month extension of the contract without a guarantee of an upgrade.</p>
<b>Item 6:</b>	<p><b><u>AOB</u></b></p> <p>No other business discussed.</p>

