

# Nottingham City Council Delegated Decision



Reference Number:	3974
Author:	Terry Cooper
Department:	Commercial and Operations
Contact:	Terry Cooper (Job Title: Business Performance Director, Email: terry.cooper@nottinghamcity.gov.uk, Phone: 0115 9895504)
Subject:	Procurement of a diary management software solution for Theatre Royal and Royal Concert Hall
Total Value:	44000 (Type: Revenue)
Decision Being Taken:	<p>To approve spend to install a diary management software solution at the Theatre Royal &amp; Royal Concert Hall.</p> <p>To delegate authority to the Interim Director for Sport &amp; Culture (Nigel Hawkins, Head of Culture) to award the contract using the Government's G-Cloud Digital Marketplace framework. The value of the decision is based upon an indicative £10,000 per year over 4 years (as detailed by Procurement Thresholds) plus £4,000 implementation costs, however contracts secured through G-Cloud are initially for 2 years, with options to extend or re-tender thereafter.</p>
Reasons for the Decision(s)	<p>The Theatre Royal &amp; Royal Concert Hall (TRCH) programmes and delivers a wide range of cultural events and experiences on various stages and spaces within the venue. The diary for event bookings stretches years into the future, with each event consisting of complex technical and logistical information to ensure it's successful delivery. TRCH currently operates a manual process for organising and planning our programme of events, utilising spreadsheets and paper-based diaries. Whilst this approach is well ingrained within the internal workings of TRCH, there are inefficiencies in relation to time taken and misinformation through a lack of a one source of accurate information. To address this, TRCH proposes to install a diary management software solution to replace our manual systems, one that has been designed for use in performing arts venues.</p>
Other Options Considered:	<p>The option to do nothing was rejected as clear inefficiencies exist in the current process. These inefficiencies such as time taken to plan and organise events, circulation of accurate and up to date information in a fast-moving environment and a one source of truth for event information would be improved significantly by installing a software based solution.</p>
Background Papers:	n/a

<b>Published Works:</b>	n/a
<b>Affected Wards:</b>	Hyson Green and Arboretum
<b>Colleague / Councillor Interests:</b>	n/a
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	There are no crime and disorder implications as a result of this decision.
<b>Equality:</b>	EIA not required. Reasons: This software implementation decision does not adversely affect any specific group of people.
<b>Decision Type:</b>	Officer
<b>Executive Decision?</b>	Yes
<b>Scheme of Delegation Reference Number or Other Source of Delegation:</b>	1
<b>Subject to Call In:</b>	No The call-in procedure does not apply to the decision because the value of the decision is below the call in threshold.
<b>Advice Sought:</b>	Finance, Procurement, IT
<b>Finance Advice:</b>	<p>This decision seeks approval to enter into a 4 year contract for a diary management software solution with a one-off cost of £4k and an annual cost of £10k.</p> <p>Following implementation of the software and updated of processes, there will be a single source of information of bookings made, which will be held in a consistent format and readily available to appropriate colleagues. This will allow the TRCH to provide an improved service through better planning, which is expected to support income generation and cost reductions through efficiencies. The potential for increased income and reduced expenditure, are expected to exceed the £9k annual cost.</p> <p>The software will be procured in accordance with the Council's financial regulations to ensure best value.</p> <p>Advice provided by Maria Balchin (Finance Analyst) on 31/07/2020.</p>

**Procurement Advice:**

The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules to undertake a tender via a compliant CCS framework. On this basis, there are no procurement concerns with the approach. Advice provided by Mabs Karim (Procurement Officer) on 06/08/2020.

**IT Advice:**

The IT Service supports the proposals made in this delegated decision.

Moving from a combination of information sources to a single diary and planning system is likely to be simpler and clearer for those involved in the operation of the TRCH resulting in more efficient operations. The Council already uses a number of 'cloud' based IT solutions and in general these have proven themselves to be robust and successful in supporting operations.

As a part of the acquisition of the new system the IT Service will be able to provide support in terms of providing technical requirements for inclusion in the process of selection of a supplier. The IT Service will work with TRCH to ensure the acquired solution is compatible with the Council's infrastructure and to ensure that it can be successfully operated. The TRCH should consider undertaking a Data Protection Impact Assessment as a part of the acquisition of the solution. This will ensure that required information governance and security standards are achieved.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 23/07/2020.

**Signatures:**

Hugh White (Corporate Director for Commercial & Operations)  
SIGNED and Dated: 31/08/2020