

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

4574

Author:

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Department:

Growth and City Development

Contact:

Mark Collins

(Job Title: Street Works Officer, Email: mark.collins@nottinghamcity.gov.uk, Phone: 01158765415)

Subject:

Symology Street Works Annual Licence

Total Value:

£173,016 (Type: Revenue)

Decision Being Taken:

To enter into a 2-year (plus option to extend for a further two periods of 12 months) contract with Symology, the provider of Nottingham City Council's Street Works permit system via direct award.

**Reasons for the Decision(s)**

An initial search via Crown Commercial Services G-cloud 12 Framework was carried out with a view to evaluating all potential providers on the Framework however, the outcome was the only provider able to meet the requirements is NCCs incumbent provider, Symology. The pricing on the G-cloud framework is fixed but to award a contract away from the framework direct to Symology would see a saving to the Authority. Therefore, an exemption from the CPRs under Section 18.99 was sought and approved by the Head of Contracting & Commissioning and the Strategic Director of Finance (exemption form attached).

Nottingham City Council are a permitting authority, this requires all works promoters either wishing to work or occupy the public highway to apply to operate on the public highway. In order to manage the data and coordination of works Nottingham city Council procured a Street Works System provider in 2015. The street works System is provided by Symology.

The Symology system not only collates and coordinates information between works promoters and local authorities, it also refreshes information being displayed on national databases such as One.net and google maps.

The Permit System provides the function of reclaiming all costs associated with street work including all annual software and licences. the cost of each permit application ensures monies are available to procure this equipment.

Nottingham City Council processes approximately 1500 permits per year.

Symology also plots approximately 3000 highway licences each year for events, hoarding, scaffolds, café licences and all licences that require occupation of the public highway.

In order to manage and coordinate all this information NCC procured Symology and its Street Works system Insight, and to utilise the system an annual licence is required to use and manage the cloud based server.

The benefit of using a cloud based system is that Nottingham City Council does not require an in house server and the attached cost of managing, housing and protecting this storage device.

Over the past few years Nottingham City Council has procured two year licences in line with G-Cloud abilities. This year we would like to take advantage of an extended period now available and secure the contract for four years, with a two year +1 + 1 option to extend, subject to satisfaction and requirements of Nottingham City Council.

The procurement of the Insight licence enables Nottingham City Council to continue issuing permits and licences with knowledge that the works promoters are informed and aware of all conditions and time frames specified in the permits. The Symology system allows data to be shared securely and with up to date live information.

Within the four year period we also hope to welcome a new updated system from Symology, called Aurora.

Aurora will make it possible to use Android mobile devices. This will result in the Traffic Officers managing the highway Network, no longer requiring a laptop, they will be able to use their mobile phones to see, approve and where necessary fine works promoters for infringements.

**Briefing notes documents:**

**Exemption from Procurement Regulations Form - Symology signed by C Heaphy (003).pdf**

**Other Options Considered:**

To procure a whole new system.  
This would require the procurement of whole new system and initial build costings being required, along with new licences also. It would require spending on training for all the officers working on street works and the cost of migrating data from one system to another. In 2016 the cost of a new system and associated two year licence for the cloud based system was, £96000.  
If a new system was to be procured Nottingham City Council would still be required to renew the licence either every 1 - 4 years.

**Background Papers:**

**Published Works:**

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

No Crime & Disorder implications.

**Equality:**

EIA not required. Reasons: The procurement is for licences to operate digital systems used by all trained staff.

**Decision Type:**

Portfolio Holder

**Subject to Call In:**

Yes

**Call In Expiry date:**

31/03/2022

**Advice Sought:**

Legal, Finance, Procurement

**Legal Advice:**

This report is seeking to make a direct award to the supplier for the licence necessary for the permitting system operated by the Council. An exemption may be granted under the Council's Constitution and specifically Article 18.79. It is understood that only the supplier can provide the necessary licence. In securing Best Value the Council has considered different procuring arrangements available to it and the direct award is deemed most appropriate on this occasion. On the basis that there can only be one supplier the decision is supported and raises no significant legal concerns.

Advice provided by Naomi Vass (Senior Solicitor) on 11/02/2022. Advice provided by Mark Leavesley (Governance Officer) on 07/03/2022.

**Finance Advice:**

This decision seeks the approval of a 2 year contract for a value of £173,016. This equates to an annual fee of £86,508. Due to the reasons outlined by the author, an exemption from CPR's has been sought and approved by the Head of Contracts and Commissioning and the Strategic Director of Finance S151 officer. There is budget allocation within the service for these costs, so there is no financial risk or impact to the MTFP

Advice provided by Michelle Pullen (Commercial Business Partner) on 02/03/2022.

**Procurement Advice:**

Procurement have been working with Network Management to establish the best route to market and outcome for the Authority. After reviewing the G-cloud Framework, it was evident that the most beneficial procurement route was a direct award to the provider providing a saving for the Council over the life of the contract. Therefore, an exemption from CPRs was sought and agreed as the value of the contract is under the FTS Threshold and therefore, I have no procurement concerns. (Louise Dobson, Lead Procurement Officer 1.2.2022) Advice provided by Louise Dobson (Business Support) on 01/02/2022.

**Signatures**

Rosemary Healy (Portfolio Holder Highways, Transport, Cleansing)
<b>SIGNED and Dated: 24/03/2022</b>
Sajeeda Rose (Corporate Director of Growth & City Development)
<b>SIGNED and Dated: 24/03/2022</b>