

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	4587
Author:	Lisa Kitto
Department:	Finance and Resources
Contact:	Lisa Kitto (Job Title: Deputy S151, Email: lisa.kitto@nottinghamcity.gov.uk, Phone: 07824867423)
Subject:	NEC Document Management System and NEC Revenues and Benefits System
Total Value:	£625,273 (Type: Revenue)
Decision Being Taken:	<p>To approve procurement of support and maintenance for NEC Document Management System and Revenues and Benefits System through Crown Commercial Services (CCS) Data &amp; Application Solutions Framework (RM3821) via catalogue award for a period of 3-years, with the option to extend for a further period of 2-years.</p> <p>To delegate authority to the Corporate Director for Finance and Resources to sign the contract on behalf of the Authority.</p>
Reasons for the Decision(s)	<p>NRB requires a system to be in place to operate and meet the needs of the citizens. NEC are the incumbent provider of the software system and therefore we require them to provide the ongoing support and maintenance of the software. Using the CCS framework is a compliant route to market and allows direct award to providers as long as the systems are intrinsically linked and offer value for money. This contract meets both of those requirements. It is anticipated that during this contract period, the authority will look to approach the market to ensure it is receiving the most economically advantageous product and potentially enter into a procurement process to implement a new system, however, a business case will be required for this.</p>

**Other Options Considered:** The Council could look to procure an alternative system, however, the timeframe required to do so means that this is not a viable option, therefore this was rejected.

**Background Papers:** None.

**Published Works:** None.

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None.

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** None arising from decision to be taken.

**Equality:** EIA not required. Reasons: This is finance system and there is no direct impact on citizens.

**Any implications affecting IT:** Yes

**Decision Type:** Portfolio Holder

**Subject to Call In:** No  
The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.

**Person Consulted:** Chair of Overview and Scrutiny  
**Consultation Date:** 30/03/2022  
**Current contracts expire on** 31 March

**Advice Sought:** Legal, Finance, Procurement, IT

**Legal Advice:** Subject to this contract being awarded in compliance with the CCS framework requirements, there are no significant legal issues arising from this decision.  
  
Advice provided by Naomi Vass (Senior Solicitor) on 09/03/2022.

**Finance Advice:** This decision seeks approval to enter into a contract for the Support and Maintenance of NEC Document Management System and NEC Revenues and Benefits System.  
  
The cost of this decision is £0.625m over a 5 year period (3+2 years) therefore £0.124m annually. This is to be paid via existing MTFP budget. Due to this, this decision is deemed affordable and no financial pressure will occur as a result.  
  
The use of a CCS framework is a compliant route to market and allows direct award to the provider as the systems are intrinsically linked and offer value for money.  
  
Advice provided by Philip Gretton (Finance Analyst) on 07/03/2022.

**Procurement Advice:** Procurement Team have been working with Finance to ensure that the procurement of NRB required software is done so in keeping with the CPRs and compliantly with the Regulations.  
  
A direct award via the e-market place will be the process followed due to NEC being the incumbent provider of the software, the 'intrinsically liked' requirement has been met.  
  
In addition, NCC are not looking to renew the system this time round. Therefore, I have no procurement concerns.  
  
Advice provided by Louise Dobson (Business Support) on 04/03/2022.

**IT Advice:** The IT Service support the proposals contained within this delegated decision.  
  
The IT Service will work with the service and supplier to enable the required products and services to be implemented and operated on the basis of usual IT project work.  
  
Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 21/03/2022.

**Signatures**

Sam Webster (PH Finance and Resources)
SIGNED and Dated: 30/03/2022
Mel Barrett (Chief Executive)
SIGNED and Dated: 29/03/2022