

Financial Advice

Procurement of a New/Replacement Case Management System for Legal Services

The decision seeks to approve the expenditure related to acquiring a new Legal Case management system due to the current system not being fit for purpose past January 2023. The estimated cost of the proposal is **£0.665m** over a 5-year contract period and is proposed to be procured under a BOS - CCS Crown Commercial Service framework.

Proposed Expenditure

The current case system revenue costs are circa £0.027m per annum. Current expenditure is absorbed within several cost centres within the Legal & Governance service. It is proposed that the new costs are apportioned out based on case system usage. However, annual costs are significantly higher than current provision and this leaves a budget shortfall within the Legal & Governance service regarding the proposed new system.

Implementation of the new system is split over capital and revenue expenditure as summarised in **Table 1** below:

Table 1: Proposed Capital & Revenue Expenditure of Legal Case System					
	Yr1	Yr2	Yr3	Yr4	Yr5
	£m				
Revenue	0.116*	0.094	0.114	0.086	0.104
Capital	0.150				
	0.267	0.094	0.114	0.086	0.104
Grand total	0.665				

* slippage may occur depending on exact project go-live

Funding

The ITEF will fund the capital costs associated with acquiring the system. The additional revenue costs can be funded by:

1. Reallocating revenue budgets within F&R (IT and Legal services only)
2. Considered as a growth item in future budget rounds if option 1 leaves a budget shortfall

If these funding options are not successful, the Legal & Governance service will need to absorb additional costs through existing resource allocation.

Capital Consideration

The decision will also need to be approved at Capital Board in order for the capital element to be included in the Capital Programme.

Tania Clayton Pérez-Senior Commercial Business Partner

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