

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2191
Author:	Celia Lyn Jenkins
Department:	Communities
Contact:	Celia Lyn Jenkins (Job Title: Processing and Enforcement Manager, Email: celia.jenkins@nottinghamcity.gov.uk , Phone: 01158761525)
Subject:	To tender for a Debt Management System and associated hardware for traffic processing and enforcement.
Total Value:	Exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains commercially sensitive information. It is not in the public interest to disclose the information because it could jeopardise the tender process. (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1. To grant authority to go out to tender for a new debt management system and associated hardware for traffic processing and enforcement.2. To delegate authority to the Director of Community Protection to enter into a contract with the successful bidder upon completion of the tendering process.3. To grant authority to use RTA Associates on a consultancy basis to provide advice and support on the production of the tender specification and evaluation.
Reasons for the Decision(s)	<p>The Council carries out processing and enforcement in respect of traffic and safety which includes the processing of Penalty Charge Notices (PCNs), Fixed Penalty Notices (FPNs), blue badges and on street permits. In addition the Council carries out processing activities under a delegation from Leicester City Council and is considering other joint working opportunities.</p> <p>The current contract now requires re-tendering which will provide an opportunity to upgrade and modernise the system to provide a more intelligent back office solution for the services which rely upon it.</p> <p>Please see attached document for a more indepth insight.</p>
Briefing notes documents:	Procurement for a New Debt Management System.docx

Other Options Considered:	To continue with the existing system which was implemented in 2007. This is not considered a viable option due to procurement requirements and a need to upgrade and modernise the system.
Background Papers:	None
Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Use of Consultants	Number of Days:10
	Rate per Day:500
	Total value:5000
	Start date:18/05/2015
	End date:31/05/2016
Reason for using a consultant:	To provide specialist knowledge with regards to back office systems and how they link to the progression of Penalty Charge and Fixed Penalty Notices to comply with legislation. In addition they have a good understanding of the market place and initiative solutions.
Other options considered:	In house support from IT has been explored however, they do not have the specialist knowledge required.
Name of consultant:	RTA Associates
Reason for selection?	RTA Associates have a proven record of supporting Local Authorities in this field and provided expertise in the procurement of the current debt management system. They are familiar with the system as it is at present and they have the knowledge required to take the system forward to the betterment of the Authority.
Has the consultant previously completed work for the City Council?	Yes. They have supported Nottingham City Council in gaining Decriminalised Enforcement Powers in 2002 and were part of the working group for the current back office system. In addition they managed the procurement of the Enforcement Contract in 2001 and again in 2006/7 when the CPS and NSL were used to enforce Nottingham City Council's parking restrictions.
Specific activities to be undertaken by the consultant are:	To provide a detailed Contract Specification for the procurement of the back office system to support the needs of the service areas mentioned previously.
Period of engagement:	One year
By what process was the consultant selected?	Previous knowledge and experience.

Consultations:	Date: 24/04/2015
	Other:Naomi Vass Paul Ritchie Caroline Nash
	It was agreed that this project needed to be carried out to ensure continuity of the service and a way forward for the organisation. In addition, as the current contract had expired there was a legal requirement to undertake this procurement.
	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	To prevent anti social behaviour (Fixed Penalty Notices) and ensure that there is a culture of compliance for the restrictions within the boundary of the City of Nottingham.
Equality:	EIA not required. Reasons: This is simply replacing an existing system which will have due regard for its equality impact.
Social Value Considerations:	This is not above the EU threshold.
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	14/10/2015
Advice Sought:	Legal, Finance, Procurement, Human Resources, Other: Steve Hunt(steve.hunt@nottinghamcity.gov.uk)
Legal Advice:	<p>There are no legal concerns arising from this report.</p> <p>Legal advice and support will be provided throughout the tendering process, including the preparation and completion of the contractual terms.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 25/08/2015.</p>

Finance Advice:

Due to the nature and cost of this decision, funding was sought through Prudential borrowing.

Please see exempt comments attached from Capital finance which support this decision with regards to affordability. The new system will have a positive outcome already factored into the MTFP, even after considering possible risk factors such as a fall in the projected income. The finance model and projected income targets indicate the scheme will payback in year 1 of the 5 year contract.

The costs for the payback of this scheme will be split 50/50 between Processing & Enforcement and Traffic Management.

Michelle Pullen
Senior Finance Assistant
Advice provided by Michelle Pullen (Senior Accounts Assistant) on 03/09/2015.

Advice documents: Financial Comments for debt management system .docx

Procurement Advice:

The Procurement section will support the tendering exercise and ensure that a fully compliant value for money contract is put into place for this requirement. Advice provided by Paul Ritchie (Procurement Category Manager) on 07/05/2015.

HR Advice:

No people impact is identified based on the information contained within this decision. Management will need to consider training requirements and any future impact on staffing where efficiencies are introduced through introduction of improved system.

Advice provided by Joanne Hill (Service Redesign Consultant) on 08/05/2015. Advice provided by Joanne Hill (Service Redesign Consultant) on 08/05/2015.

Other Advice:

The Spur Solutions (Xerox) system provides the back office system that allows Processing and Enforcement and Traffic and Safety to undertake enforcement activities, it also enables the Council to undertake enforcement services for Leicester City Council. The proposed upgrade will ensure continued operation and provide a sustainable platform for the Council's enforcement requirements and ensure services can be undertaken on behalf of other Authorities.

Steve Hunt, Traffic Manager Advice provided by Steve Hunt (Head of Service (Traffic and Safety)) on 21/07/2015.

Signatures:

Jon Collins (Leader of the Council)
SIGNED and Dated: 25/09/2015

Nick McDonald (Portfolio Holder for Jobs, Growth and Transport)
SIGNED and Dated: 06/10/2015

Andrew Vaughan (Corporate Director Commercial and Operations)
SIGNED and Dated: 02/10/2015