

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2238
Author:	Simon Hickman
Department:	Resources
Contact:	Simon Hickman (Job Title: Senior Project Manager, Email: simon.hickman@nottinghamcity.gov.uk, Phone: 01158763812)
Subject:	Document Management, Storage, Access and Processes
Total Value:	£200,000 (Type: Revenue)
Decision Being Taken:	1 - To approve the budget of £200,000 to resource the identified projects from concept through to implementation 2 - To approve the utilisation of CPU 1275 Project Management framework for the procurement of experienced Project Management Resources

Reasons for the Decision(s) Over the past few months there have been a number of ongoing discussions around very similar and interdependent projects within the Resources area of responsibilities. These projects, although separate projects in their own right have strong interdependencies with each other and high reliance in continuity of knowledge and learning gained in each individual project. The key projects being:

- 1 EMSS Scanning contract and AP Review
- 2 BoxIT Commercial Contract tactical and strategic plans
- 3 Personal Information Request (part of the Information Matters theme of work)

To maximise the benefits and lessons between projects and maximise efficiencies/costs to successfully implement the projects in the required timescales, with two of the projects governed by commercial contracts, it has been identified that the approach to allocate these projects to a single experienced Project Manager and Business Analyst is the preferred approach.

Due to the commercial contracts driving two of the projects the timescales and maximising cost efficiencies the approach to utilise the CPU1275 framework mitigates the risk against the contracts expiring prior to a full compliant procurement process and implementation timescales.

Although this decision asks for permission to approve up to £200,000 for the three projects the expenditure has been broken down to each project and will be funded by the relevant service area. The three key projects being:

- Personal Information Requests - will be funded Information Governance
- EMSS AP & Scanning - will be funded by EMSS
- BoxIt - To be funded through budget identified by the Corporate Director for Resilience

Briefing notes documents: RES_Discussion Paper_20151016.docx

Other Options Considered:

- 1 - Continue with existing operational resources - this was discounted due to the inherent commercial risk to the Council should the target dates not be achieved, taking in to consideration the resource capacity in the operational areas
- 2 - Recruit resources on fixed term contracts - this was discounted due to the timescales that the projects are required to be delivered. The timescales for recruiting experienced personnel in to the project would make the target dates unachievable.
- 3 - Do nothing - this was discounted as there are commercial contracts involved that if not managed would expose the Council to risk against Financial Regulations, along with risk to the Council from ICO around performance on Personal Information requests.

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:	No crime or disorder Implications
Equality:	EIA not required. Reasons: Operational back office process improvements and commercial contract risk mitigation
Social Value Considerations:	N/A
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	19/11/2015
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	The proposals set out in the report raise no significant legal implications and are supported. Advice provided by Malcolm Townroe (Legal Services Manager) on 06/11/2015.
Finance Advice:	The £200,000 quoted represents expenditure from within current budgets so there is no new funding to be found to carry out this work. The areas identified have each identified the budget and code from where their contribution can be taken and have agreed to the use of the money to cover this project cost. Susan Tytherleigh Strategic Business Partner - Finance 3 November 2015 Advice provided by Susan Tytherleigh (Senior Finance Manager) on 03/11/2015.
Procurement Advice:	The Procurement Team supports the recommendations of this report and will assist in the process of calling off the framework and award of contract. Advice provided by Paul Ritchie (Procurement Category Manager) on 19/10/2015.
Signatures	Graham Chapman (PH for Resources and Neighbourhood Regeneration) SIGNED and Dated: 11/11/2015

Glen O'Connell (Corporate Director for Resilience)

SIGNED and Dated: 11/11/2015