

## EXECUTIVE DECISION RECORD SHEET

**Name of decision maker:** Cllr Nicholas Tiley

**Portfolio:** Finance and Resources

**Date of Portfolio Holder Decision:** 5 December 2011

**Title of Decision:** To suspend the Council's Procurement Standing Orders and award the contract for the provision of performance software and support to Liberata.

**Decision made and reasons:**

1. To suspend the Council's Procurement Standing Orders.

Section Three of the Procurement Standing Orders provides the Council with the provision to suspend the Procurement Standing Orders (subject to the contract value remaining below the OJEU thresholds) if in the opinion of the Cabinet Portfolio Holder an opportunity arises that could be classed as falling under special circumstances

The special circumstances justifying the suspension of the Procurement Standing Orders must be noted and recorded in the minutes or the decision record. .

The special circumstances that have arisen are a unique opportunity to explore an innovative approach to improving performance in Revenues and Benefits. Liberata have suggested that this will realise significant savings in 2012/13 and will not result in any costs being incurred. It is recommended that the offer being made by Liberata be accepted without the need to undertake a lengthy tendering exercise to enable the Council to implement the savings at the earliest opportunity.

2. To award a contract for the provision of performance software and support for the Revenues and Benefits service to Liberata

The Council have been approached by Liberata who have made the Council an offer to find savings in the Council's Revenues and Benefits service in return for a 25% share of the first year's savings, at the same time as being able to increase capacity in times of increased workload at no extra cost.

Liberata have indicated that under this offer the Council could achieve savings of £150,000 this figure excludes the percentage of the savings that would go to

## EXECUTIVE DECISION RECORD SHEET

<p>Liberata. Liberata will only make a percentage on actual savings achieved.</p> <p>Liberata will provide the Council with the Capacity Grid Active Start Solution which consists of the following:</p> <ul style="list-style-type: none"> <li>a) Performance Management Toolkit is provided on the basis of the standard LGSAS catalogue for Liberata's "Performance Management Module" on a discounted basis with no licence fee charged;</li> <li>b) Performance Management Support and Hosting is provided on the basis of the standard LGSAS catalogue for Liberata's "Performance Management Module";</li> <li>c) Business change and feasibility and financial studies are provided on the basis of the standard LGSAS catalogue for Liberata's "benchmark process and performance implementation" and are charged on a contingent fee basis; and</li> <li>d) Ongoing maintenance and enhancements are provided on the basis of the standard LGSAS for Liberata's "benchmark process and performance implementation" for a standard fee based on the size of the Authority.</li> </ul> <p>For the first year all of the above is given to the Council free of charge except for the 25% of savings achieved. There is an option for the Council to continue to do this for a second year where a charge of £12,500 will be made by Liberata as payment to them for the provision of the Capacity Grid Active Start.</p>	
<b>Reports considered: (here reference can be made to specific documents)</b>	
Procurement Standing Orders	
<b>Officers/Councillors/Ward Councillors/Stakeholders Consulted:</b>	
Group Manager Commissioning, Procurement & Compliance	
<b>Monitoring Officer comments:</b>	No further comments to add to this report
<b>Deputy S151 Officer comments:</b>	The proposal provides an opportunity for the Council to explore an innovative approach to service management and does not commit the Council to expenditure. It is a 'no win, no fee' arrangement and therefore presents no financial risk to the Council during the trial period. Any savings identified need to be tested to ensure that they are achievable prior to commencement of the second period which will result in the Council

## EXECUTIVE DECISION RECORD SHEET

incurring costs of £12,500 in management fees.	
<b>Implications:</b>	
<b>Risk:</b>	Risk Assessment done.
<b>Value for Money:</b>	See above
<b>Options Considered and reasons for rejection:</b>	
None.	

<b>Portfolio Holders Signature:</b>
<b>Date:</b>
<b>Details of any interests declared and any dispensations given by the Standards Committee:</b>

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Date Decision Record Sheet received from portfolio holder: 28/11/11	
Date Decision Published: 05/12/11	Decision No: PH/056/11
Date of Expiry of Call-In Period: 12/12/11	
Date any Call-In received or decision implemented:	