

Written statement of a key decision
Cabinet member finance and corporate services

Title	Revenues and benefits system application
Decision maker	Cabinet member finance and corporate services Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	2 July 2018
Report exemption class	Open
Reason for being a key decision	This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.
A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
General exception or special urgency (as defined in the constitution)	No
Purpose	To approve the continued maintenance of the Capita revenues and benefit IT system. The revenues and benefits IT system records, processes and documents all relevant information in relation to the councils tax base, council tax income, business rate charges and housing benefit claimants. The current contract to maintain the system expires on 31 March 2019, this report recommends the current provider be awarded a further five year contract to maintain the system post 1 April 2019, with an option to break at year three. The current provider is recommended because they are the only available current system maintenance provider.
Decision	That: Capita be awarded a contract for a further five year period, with an option to break at year 3, to 31 March 2024 under Regulation 32 of the Public Contract Regulations 2015 at an annual cost of £98k.

Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=I50025677
Options considered	<ol style="list-style-type: none"> 1. To not to continue to maintain the IT system is not recommended. The system has a high volume of daily access and needs to be recording, maintaining, calculating and providing accurate immediate data which requires regular frequent IT updates. 2. To not maintain the current system and replace the IT system. This is not recommended due to the high level of cost and disruption this would cause. The current system meets the needs of the business and the continued maintenance cost is within the council's budget.
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	6 July 2018

Councillor:	Date 2 July 2018
Cabinet member finance and corporate services (Councillor NE Shaw)	

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.