

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

Title	Approval of continuation of annual rolling maintenance contract for Business World system
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	17 January 2020
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 Business World enterprise resource planning (ERP) information IT system. The ERP IT system records, processes and documents all relevant information in relation to the general ledger, payroll, debtor and creditor records. The current decision approval to maintain the system expires on 31 March 2020, this report recommends that the current arrangements continue for a further period of up to ten years. The continued current arrangement is recommended because the ERP IT system has been substantially be-spoked to provide the IT support service required and Unit 4 are the only available current system maintenance provider to ensure the continued maintenance and support service the system requires to remain fit for purpose.

Decision	That: The annual rolling maintenance contract for the Business World ERP IT system continues with Unit 4 for a further ten year period, under Regulation 32 of the Public Contract Regulations 2015. The total annual maintenance and support cost is £114k.
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=50032116
Options considered	<p>1. To not continue to maintain the ERP 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 compliant financial and human resources (HR) data. To ensure this is maintained, and key IT system failure is avoided, regular and frequent IT support and maintenance is required.</p> <p>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 has been put in place at substantial cost, it receives continuous improvements to ensure it meets the evolving needs of the business and the continued annual maintenance cost is within the council's existing budget.</p>
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	23 January 2020

Councillor:	Date 17 January 2020
Cabinet member finance and corporate services (Councillor Liz Harvey)	

- 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.