

Record of operational decision

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| Decision title: | Contract extension to provide support and maintenance Corporate Address Gazetteer |
| Date of decision: | 27 May 2020 |
| Decision maker: | Assistant Director Corporate Support |
| Authority for delegated decision: | Herefordshire Council's Constitution (19 May 2017) Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers (updated 16 April 2020), point 75 ICT Commissioning and Strategy to Assistant Director Corporate Support. |
| Ward: | Countywide |
| Consultation: | N/A |
| Decision made: | To extend the current contract with Aligned Assets Limited for a further 12 months at a total cost of £7,435.33. |
| Reasons for decision: | <p>The Corporate Address Gazetteer is used to administer the Local Authorities address and streets (LLPG/LSG) database in accordance with BS7666 standard. The system underpins many Local Authority functions (eg Planning Process, Council Tax, Electoral Registration, Social Care, Education, Emergency Planning, works to Highways).</p> <p>The current system is functioning well and needs to continue to remain operational.</p> <p>It would not be prudent to initiate a project to replace the system at this moment in time, due to COVID-19 constraints. System specifications will be technically complex and a replacement project would carry significant risks to the Local Authority.</p> <p>The decision is to remain with the current supplier for 12 months and undertake a more detailed market review during this time.</p> |
| Highlight any associated risks/finance/legal/equality considerations: | <p>The decision to extend is in accordance with council's Procurement Guidance and Covid-19 CPR based on Procurement Policy note 2 (PPN 02/20) Regulation 72(1), issued by the cabinet office (link).</p> <p>It is a statutory obligation for local authorities to manage address and street data in accordance with the recognised standard. There is risk that if we do not have a functioning system which is licenced and supported by the supplier that it could lead to a loss of service for an extended time period. Daily updates to addresses and street records would be impacted leading to a loss of data integrity across the council.</p> <p>The knock on effect of that would be that many services would be unable to fulfil their statutory duties or process changes efficiently. For example, planning process depends upon the daily supply of reference numbers for new properties.</p> |
| Details of any alternative options considered and rejected: | Award a contract to a new supplier: This is not recommended due to the risks involved in on-boarding a new system during COVID-19 which could impact service delivery. |
| Details of any declarations of interest made: | None |

Signed..... Date: 27.05.2020