

Record of operational decision

Decision title:	Approval to roll on the Civica Application Maintenance & Support contract for 12 months
Date of decision:	15 th March 2021
Decision maker:	Assistant Director for Regulatory Environment and Waste
Authority for delegated decision:	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers updated 29 September 2020 point SA75 ICT Commissioning and Strategy to Assistant Director Corporate Support
Ward:	Countywide
Consultation:	N/A
Decision made:	To roll on the existing support and maintenance contract for the Civica Application for a further 12 months. The total cost of this extension will be £57,393.19
Reasons for decision:	<p>The original plan in accordance with the Key Decision signed off on Friday 2nd March 2018 titled 'Civica application maintenance license provision', was to carry out further market testing, produce and agree a strategy going forward, enter and complete any procurement process and implement any required new IT applications.</p> <p>Due to the world pandemic 'COVID-19' coming into play, this had a severe impact on the daily working operations of the Council. The resources required to undertake the work for this renewal were moved onto different projects to help battle this pandemic. This resulted in the non-completion of the necessary market testing which is a mandatory necessity to identify, produce and agree a strategy on how to move this forwards.</p> <p>It is recommended the Council continue to maintain licences and support for the APP application with Civica under the terms of the existing contract, which is rolling with annual renewals, for a further 12 months at a cost of £57,393.19 with the ability to terminate the agreement at any time by giving 3 months' notice. This will allow sufficient time for the necessary market testing to have completed and the relevant strategy on how to proceed identified.</p> <p>The recommended approach seeks to maintain the standard of service expected cost effectively, supporting achievement of the corporate plan priority to secure better services, quality of life and value for money.</p>
Highlight any associated risks/finance/legal/equality considerations:	If the Civica APP is not available to council staff it would adversely affect services provided to the residents of Herefordshire, with the council not being able to fulfil its statutory obligations in both planning, building control and public safety management.
Details of any alternative options considered and rejected:	To directly award the contract to Civica through a framework. This is <u>not recommended</u> as this will mean having to enter into a new agreement with Civica resulting in the Council having to pay an additional £70,000 for new licenses. By rolling on the existing agreement, this will avoid the need to pay for new licenses and save the Council unnecessary expenditure.

**Details of any
declarations
of interest made:**

None

Signed

Date: 15th March 2021