

**REPORT TO:** Executive Board

**DATE:** 5<sup>th</sup> September 2013

**REPORTING OFFICER:** Strategic Director, Policy and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Waiver Request – Revenues & Benefits & Customer Services Division

**WARD(S)** Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek approval to grant a waiver of Procurement Standing Orders, using Standing Order 1.8.4 (d), to enable the Council to enter into a new one year contract (Sept 2015 to August 2016) with Northgate Information Services for the scanning and indexing of images for the Revenues and Benefits Division.

**2.0 RECOMMENDATION: That approval is given to a waiver of Procurement Standing Order 4.1 “Competition Requirements”, in order to allow the Council to enter into a new one year contract with Northgate Information Systems for the scanning and indexing of images for the Revenues and Benefits Division.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Revenues and Benefits Division successfully implemented Anite@work (now known as Northgate@work), a document managing and workflow system, in January 2001. The contract was extended in 2006 and 2010 and the current contract expires in September 2015. This system is an integral part of the work process of the Division.

3.2 The new one year contract will allow the Division to continue with the current service provision without disruption. As part of this new one year contract, the Divisional Manager has negotiated more favourable terms for the current remaining two years of the existing contract. This will bring a potential saving of £19,500 over the 3 year period.

## **4.0 Business Case**

4.1 Value for Money - The new contract and renegotiation of the existing contract will save the Council £19,500 over the 3 year term

4.2 Transparency - Contracts will be recorded in the Council’s Contract Register accessible via the internet together with the publication of all spend in excess of £500

- 4.3 Propriety - Integrity clauses will be built into the contract document and only staff with a need to know will have information about the contract.
- 4.4 Accountability - This will remain with the Operational Director awarding the contract and the internal and external audit process. The contract value for one year is under EU thresholds therefore is only bound by Halton's Procurement Standing Orders.

## **5.0 POLICY IMPLICATIONS**

- 5.1 None identified

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The total cost of the new one year contract will be £46,120
- 6.2 The contract will be reviewed during the course of the three year period to ensure that it continues to perform and provides value for money.

## **7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **7.1 Children and Young People in Halton**

None

### **7.2 Employment, Learning and Skills in Halton**

None

### **7.3 A Healthy Halton**

None

### **7.4 A Safer Halton**

None

### **7.5 Halton's Urban Renewal**

None

## **8.0 RISK ANALYSIS**

- 8.1 By awarding the contract to Northgate the risk to a disruption in service has been reduced by the following:
- Existing supplier has been used successfully for thirteen years
  - No conversion of information is necessary
  - No staff training on a new system is necessary
- 8.2 Risk of challenge is reduced by awarding a new one year contract rather than extending the current contract beyond the current end date.

## 9.0 EQUALITY AND DIVERSITY ISSUES

None

## 10. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Northgate proposal to Halton Council for the new Docs on Line service and Northgate@work contract	Kingsway House	Peter McCann Head of Revenues & Benefits & Customer Services