



HARTLEPOOL BOROUGH COUNCIL

OFFICER DECISION RECORD

Date of Decision: 4 May 2022

Officer Making
Decision: Denise McGuckin

Subject / Description
& Reason for
Decision: Background

On 12 July 2021 a report was presented to the Council's Finance and Policy Committee regarding the 'Proposed Route to Award ICT Contract from 2023.' A copy of the report and minutes of the meeting are available at:
https://www.hartlepool.gov.uk/meetings/meeting/4178/finance_and_policy_committee

At this meeting, Members agreed the recommendation that a direct award process from the Crown Commercial Services (CCS) Framework was the preferred route to award the contract based on information available at the time. Members also agreed to commission the Society of Innovation, Technology and Modernisation (SOCITM) to undertake a Value for Money (VFM) review of the current contract with NEC. At the same time, HBC commissioned SOCITM to provide specialist support to officers in preparing to enter the market for a new procurement for the contract from 2023.

As HBC officers and SOCITM have worked through this process, an alternative procurement process has been identified that allows for the participation of a wider range of providers, thereby creating a more competitive exercise. It is therefore recommended by the Director of Resources and Development that a Restricted Procurement is carried out. This means that that any provider can express an interest in the procurement rather than just those present on the CCS Framework. The initial screening of providers to take to the next step of the process will be carried out by HBC/SOCITM. Whilst, this will take slightly more time it will ultimately encourage participation from a wider range of providers than would be permissible under the CCS Framework. This revised procurement route can be accommodated within the required

timescale for awarding the contract and providing the appropriate transitional period for the new contract.

Financial Implications

The restricted procurement process will have increased costs, between £15k and £25k, depending on the number of suppliers responding. This will be funded from the procurement budget. The process will increase competition, which will maximise value for money from the contract.

Risk

The restricted procurement process is a longer, more resource intensive process, which can be managed within the project timescale.

Decision

That HBC change procurement route from Direct Award using the CCS framework to a restricted procurement process.

Reasons for Urgency

This decision is considered urgent as a failure to take the decision quickly would harm the interests of the Council and the public and result in the HBC is not securing a managed service provider to deliver necessary and critical ICT requirements from October 2023.

Type of Decision:	Non Key
Nature of Delegation Being Exercised:	Officer Delegated Authority - MD14
	MD14

In consultation with the Leader (or in his absence the Deputy Leader), Chair of the relevant Committee (or in his absence Vice Chair) and Monitoring Officer, the Managing Director (or in his/her absence the Director of Resources and Development) may take a decision normally reserved to Full Council or a Committee where:

- (a) Failure to take the decision quickly would, or would be likely to, harm the interests of the Council and the public.*
- (b) The decision is so urgent that it cannot wait until the next meeting of the Committee at which the decision would normally be taken*

The decision together with the reason as to why it was determined urgent must be recorded on an Officer Decision Record.

The record of urgent decisions will be held by the Democratic Services team and will be made available for inspection.

Following the decision, it be reported to the next meeting of the relevant committee explaining:

- the decision;*
- the reasons for it; and*
- the reasons why the decision was treated as a matter of urgency.*

Alternative Options Considered & Rejected:

Alternative methods of procurement have been considered and discounted due to the reasons set out above.

Any Declared Register of Interest

No

OFFICER WITH THE DELEGATION

Signatures for retained copy only

NAME: DENISE McGUCKIN

POSITION: Managing Director

In consultation with:

NAME: SHANE MOORE

POSITION: LEADER & CHAIR OF FINANCE & POLICY COMMITTEE

In consultation with:

NAME: HAYLEY MARTIN

POSITION: MONITORING OFFICER