



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval to award the contract for the Regulatory Services Management System.

The system covers the following service areas:

- Home Improvement Service
- Disabled Facilities Grant Service
- Licensing Service
- Commercial Regulatory Service
- Environmental Protection Service
- Environmental Enforcement Service

The whole life value of the contract is £347,456

The maximum contract duration is 90 months.

On the 9th December 2020 (DN.64) Cabinet approved the following recommendations:

1. That the commencement of a procurement exercise for the Regulatory Services Management System be approved.

2. That authority be delegated to the Director of Economy and Growth in consultation with the Portfolio Holder of Safer and Stronger Communities to deal with all matters leading to and including the award of the contract for the Regulatory Services Management System.

3. That the Chief Legal and Monitoring Officer be authorised to complete and execute all legal documentation in connection with the award.

An open procurement process was run in compliance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

Following conclusion of the evaluation process, Arcus Global Limited has been identified as the most economically advantageous tenderer, and so approval is sought to award the contract for the Regulatory Services Management System to Arcus Global Limited.

2. Decision being taken

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Safer and Stronger Communities approves award of the contract for the Regulatory Services Management System to Arcus Global Limited for a maximum 90 months.

3. Anticipated outcome(s)/benefits

The contract for the Regulatory Services Management System is awarded via an open procurement process to Arcus Global Limited for a maximum of 90 months.

4. Details of any alternative options considered and rejected by the officer when making the decision

Do Nothing. This option would leave the Council with no contract in place, and non-compliant with the requirements of the Public Contracts Regulations 2015.

Arcus Global Limited has been identified as the most economically advantageous tenderer, so there is no reason to not award.

5. Background documents considered (web link to be included or copies of documents for publishing)

Regulatory Services Management System Cabinet Report

Cabinet Decision (DN.64)

6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

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7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the Cabinet decision and delegations of 9th December 2020. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award.

9. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The system implementation cost will be met from the approved capital budget, with the ongoing licensing costs to be met from within the services existing revenue budget envelope.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications from the implementation of the new system

11. Risk Assessment (in accordance with the Report Writing Guide)

The replacement arrangement(s) will look to address the following risks:

- Database access issues
- Lack of public access facility for self-serve; and,
- A lack of fluency between different service areas leaving room for error.

The replacement arrangement(s) will look to take advantage of the following opportunities:

- To be able to be flexible and capable of adapting to changes within the service area.
- Subject to all appropriate legislation, the ability to share evidence, casework and information between partners should be enabled wherever possible and practical.
- A single cloud hosted system.
- Improve workflow management.
- Create alliance across regulatory services.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

Yes.

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director for
Environment, Economy and
Resources

Signed: REDACTED

Dated: 14.12.21

**14. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor Ron Shepherd

Title: Portfolio Holder for Safer and
Stronger Communities

Signed: REDACTED

Dated: 14th December 2021