

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**B** n/a

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:** Next Generation Programme: Novation of the contract for the Provision of an Income Management System that would support the collection of electronic income across HCC, with effect from 1<sup>st</sup> April 2023.

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** No

**Executive Member/Committee Chairman:** Bob Deering

**Portfolio (Executive Functions only):** Resources & Performance

**Officer Contact:** Steven Pilsworth

**Tel:** 01992 555723

**April 2020**

1. **Decision**

To novate the current contract between Civica UK Limited and Serco Limited to the Council for the Provision of an Income Management System. The total contract value is £235,000.

2. **Reasons for the decision**

Following guidance from Strategic Procurement Group and Legal, a decision to novate the existing sub-contract in place under the Shared Managed Service contract with Serco was identified as the best option available to the Council.

Civica UK Limited has provided the Council's Income Management System since 2016, sub-contracted through the Shared Managed Service contract. Being the current supplier means a continuity of service to the Council until September 2025, when the contract expires, and no implementation costs.

3. **Alternative options considered and rejected**

New procurement exercises were considered, but rejected as they would significantly increase the cost and time for implementation.

4. **Consultation** (see *Summary of Requirements below*)

**Was any Councillor consulted?      Yes**

**If yes:** Bob Deering      *Bob Deering*

(a)      Comments of Executive Member  
            agreed

(b)      Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

*(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).*

**April 2020**

6. **Following consultation with the Executive Member I am proceeding with the proposed decision.**

Signed: *Scott Cudgington*

Title: Director of Resources

Date: 24-Mar-2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member and, where appropriate, Local Councillor <b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	<b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Inform Local Councillor
Local	Yes	<b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Consult Local Councillor
General or County-wide	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) <b>Non-Executive Functions:</b> Consult relevant Committee Chairman

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General or County-wide	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council <b>Non-Executive Functions:</b> Consult relevant Committee Chairman/Leaders all Political Groups
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