

Decision by Portfolio Holder



Report reference: BSS-001-2019/20

Date of report: 02 July 2019

**Epping Forest
District Council**

Portfolio: Business Services

Author: Paula Maginnis (Ext 4536) Democratic Services: J Leither

Subject: ICT Consultancy

Decision:

1. Retrospective agreement to directly appoint Itica for work carried out to scope a new ICT system for Housing and property; and
2. Agree to directly appoint Itica for further work up to £180,000, including an eight week project providing interim support to ICT.

ADVISORY NOTICE:

*A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest.
A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.*

I have read and approve/~~do not approve~~ (delete as appropriate) the above decision:

Comments/further action required: None

Signed: Councillor S-A Stavrou

Date: 16th July 2019

Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:

None

*Dispensation granted by Standards Committee:
Yes/No or n/a*

N/A

Office use only:

Call-in period begins: 17th July 2019

Expiry of Call-in period: 24th July 2019

***After completion, one copy of this pro forma should be returned to
Democratic Services IMMEDIATELY***

Reason for decision:

To codify the work already carried out by Itica and enable the insight gained by them to assist the Council in further projects, including an 8-week project providing interim support to ICT.

Options considered and rejected:

To go to market to procure another consultancy. This option was rejected as there are a limited number of companies who have specialist knowledge in IT requirements for Housing/Housing Repairs services. Also a further procurement exercise will take time and the Council needs a new system in place before the current contract with Mears expires. In addition, the insight they

have gained during the discovery stage of this project will assist the Council, following the departure of a key member of the ICT staff, to provide management capacity and input into ICT Strategy.

Background Report:

Housing and Property ICT System

The Council has identified two significant business drivers which warrant the procurement of new IT system for Housing and Property;

- The Council intends to create a new company to manage its repair service as the contract with Mears is due to expire in 2020, which can integrate into the Housing Management system;
- In addition, the current Housing and property IT system, OHMS, has now reached end of life and needs to be replaced as soon as possible.

The current Housing & Property IT system environment is fragmented with difficulties in achieving digital services, support for the Council's emerging customer contact centre and workforce deployment. Also Asset Management is currently managed using a number of spreadsheets and there is a requirement to include this area in scope the new system.

The Council engaged a specialist ICT company, Itica, to assist the Council to scope the requirements of the new system and assist with the procurement exercise for a new system. The Company has specialist experience working with Housing organisations, specifically Housing Repairs.

ICT Interim Support

Itica gained good insight into the Council's ICT function as part of the discovery work for the new Housing & Property system and the Council has approached them to put together a proposal covering the following objectives;

1. Carry out immediate interim management support during a period of uncertainty and potential risk
2. Support the review of the ICT Strategy
3. Reviewing current skills and capabilities of the ICT function to future proof the Council to deliver the Strategy and put in place the right structures, reducing potential risks

The Council wishes to engage Itica to carry out this work.

The Decision

As reported in the Resources Section below the finance is in place for the 2 projects outlined above. The Portfolio Holder decision sought is to waive the Council's Procurement Rules to directly appoint Itica for these current projects and potential future projects up to a value of £180,000. The waiver is based on the following from the Councils Procurement Rules;

19.2.the reason for not inviting competitive Tenders must be set out in the report to the Portfolio Holder or Cabinet, which can be for any reason considered appropriate by the relevant Director or Asst. Director, including the following reasons:

- (a) The Contract is urgent and there is insufficient time to invite Tenders;

(b) The requirements of the Contract are of a specialist nature, where no other Contractor is known to provide them;

Resource Implications:

There are no resource implications arising from this decision

Legal and Governance Implications:

The decision requested is asking to waive the Council's procurement rules in line with the Policy, below the threshold set out in the Public Contracts Regulations 2015 (£181,302 wef 1 January 2018)

Safer, Cleaner and Greener Implications:

Not applicable

Consultation Undertaken:

Not applicable

Background Papers:

Procurement Rules – February 2018

Impact Assessments:

Risk Management:

Working with the Accountancy Team, processes will be put in place to monitor expenditure with Itica to ensure total expenditure does not exceed £180,000.

Key Decision Reference - No

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.