

**ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD**

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
<b>1.</b>	<p><b>Title / Subject Matter:</b></p> <p style="text-align: center;"><b><u>Amendment to the existing Capita Contract</u></b></p> <p>Request approval to amend the Capita Open Housing and Total Mobile software licence and support contract to add the software licence for the Capita One Mobile Optimise for an initial period of 12-months.</p>
<b>2.</b>	<p><b>Is this a Key Decision:</b></p> <p style="text-align: center;"><b>KEY DECISION</b></p>
<b>3.</b>	<p><b>Decision Taken:</b></p> <p>To amend the Capita Open Housing software licence and support contract to add the software licence for the Capita One Mobile Optimise for an initial period of 12-months.</p>
<b>4.</b>	<p><b>Reasons for the Decision:</b></p> <p>The agreement between the Authority and Advanced Business Software and Solutions Limited for the licence and support of their Dynamic Resource Scheduler (DRS) solution expires on 2<sup>nd</sup> July 2023, so an alternative solution needs to be found before this date. Adding the Capita One Mobile Optimise solution to the existing Capita Open Housing software licence and support contract is the most cost-effective and least risky option for the Authority.</p>
<b>5.</b>	<p><b>Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:</b></p> <p>See attached Report.</p>
<b>6.</b>	<p><b>Was the Decision classed as exempt? If so, what were the reasons for this:</b></p> <p><b>EXEMPT REPORT - NOT FOR PUBLICATION</b> - by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, and in respect of which the Proper Officer considers that the public interest in maintaining the exception outweighs the public interest in disclosing the information.</p>

**7. Alternative Options Considered / Rejected:**

**1. Do Nothing – Rejected**

This is not an option as the Authority's existing Dynamic Resource Scheduler (DRS) solution agreement expires with the vendor on 2<sup>nd</sup> July 2023.

The option of doing nothing is not an option in this case and by delaying a decision on this procurement will place the Council in a vulnerable position of not having a current contract in place or delaying it to an extent where an extension will need to be sought retaining the Council on the same terms and conditions. We have an opportunity to be able to realise long term benefits such as contractual and system capability.

**2. Direct Award through procurement framework ([RM1557 G-Cloud 13](#)) – Rejected**

Much as this option potentially presents a more expedient process, there are potential contracting restrictions following this procurement route, whereby standard terms and conditions have already been agreed as part of the procurement framework itself.

**3. Further Competition through procurement framework [RM3821 Data & Application Solutions](#) – Rejected**

This option appears to present an efficient procurement process for the Authority by using the 'Further Competition' facility within the Crown Commercial Services (CCS) framework. However, the time required to undertake a competitive review of solutions available from the marketplace would consume the time remaining on the Authority's existing Dynamic Resource Scheduler (DRS) solution agreement. It is felt that this time would be better used by implementing an alternative solution through an existing contract with a trusted vendor that the Authority has extensive experience with.

**4. Variation to Contract – Recommended**

This option was chosen as it will allow the Authority to continue its use of Dynamic Resource Scheduling and cloud-based Mobile Working by the Housing Operations Team beyond the 2<sup>nd</sup> July 2023.

A variation of the existing contract with Capita for its Open Housing and Total Mobile solution will provide a cost-effective continuation of service. The Council requires a long-term solution for its resource scheduling needs within the Housing Operations Team and the proposed variation of contract will provide a familiar solution which can be integrated into the Capita Open Housing and Total Mobile system in a relatively straightforward manner.

**8. Declarations of Interest and Dispensations – if applicable:**

Not Applicable

<p><b>9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):</b></p> <p>CLLR MATTHEW RELF Executive Lead Member for Regeneration and Corporate Transformation</p>
<p><b>10. Name / Title of the decision taker:</b></p> <p>Craig Bonar Executive Director – Transformation</p>
<p>Date: 12 May 2023</p>
<p>TO BE COMPLETED BY DEMOCRATIC SERVICES</p>
<p><b>1. Date that the decision was notified to Members:</b></p> <p>12 May 2023</p>
<p><b>2. Date and time when the Call-In period for this decision ends:</b></p> <p>5pm – 19 May 2023</p>
<p><b>3. Date when the decision can be implemented (five clear working days following publication):</b></p> <p>20 May 2023</p>
<p><b>4. Decision Reference Number (if applicable):</b></p> <p>N/A</p>

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.