


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN

To approve the award of a contract to Capita Business Services Ltd for a period of 1 year with options for extension pending a formal competitive reprocurement.

EXECUTIVE	✓	NON-EXECUTIVE		(Please tick either)	
IS THIS A 'KEY DECISION' ? (see definition overleaf)				Yes	No
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				Yes	No
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)				N/A	

2. OFFICER DECISION TAKER	<p>NAME BECKY MCINTYRE</p> <p>POSITION/POST DIRECTOR OF GOVERNANCE AND PARTNERSHIPS</p> <p style="text-align: center;"></p> <p>SIGNATURE</p> <p>DATE 22.08.19</p>
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3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	<p>To approve the award of a contract to Capita Business Services Ltd for a period of 1 year with options for extension pending a formal competitive reprocurement. .</p>
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	<p>As set out in the attached report.</p>
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	<p>COUNCILLOR</p> <p>POSITION</p> <p>SIGNATURE</p>
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	DATE
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

Director Governance and Partnerships

AWARD OF CONTRACT FOR THE PROVISION OF A EDUCATION MANAGEMENT SYSTEM

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 This report sets out a summary of the intended approach for awarding a new contract for the council's Education Management System.
- 1.2 The key points in this report are:
- The interim extension to the council's current contract with Capita Business Services Ltd for education software is due to expire on 31 August 2019.
 - It is proposed to establish a new contract through the Kent County Council - Provision of Managed Services for Business Solutions (Y16018) framework.
 - To seek Director Governance and Partnerships approval to award the contract to Capita Business Services Ltd.

2. BACKGROUND INFORMATION

- 2.1 The interim extension to the council's contract with Capita Business Services Ltd (Capita) for education software is due to expire on 31 August 2019.
- 2.2 The contract delivers essential Education Management Systems for c. 15 services including SEN, Education Inclusion and Children Missing in Education.
- 2.3 Kent County Council has established a framework for the Provision of Managed Services for Business Solutions (Y16018). . North Lincolnshire Council is named as an approved user of the framework. The framework enables both mini competition and direct award provisions.
- 2.4 Approval is sought to initially direct award to Capita for a period of 12 months with options for extension to provide continuity of system provision while the benefits of a competitive procurement process are explored.

3. OPTIONS FOR CONSIDERATION

- 3.1 Option 1: Direct award to Capita under the terms of the Kent County Council Framework to provide system continuity pending a competitive procurement. This is the recommended option.

- 3.2 Option 2: Extend the current contract with Capita – this option was discounted because there are no further extension periods left in the contract beyond a short interim period.
- 3.3 Option 3: Undertake a full Public Contract Regulations compliant procurement exercise. Timescales associated with this option do not permit continuity of system provision over the next 12 months while this process is undertaken.

4. ANALYSIS OF OPTIONS

4.1 As above.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

5.1 The annual cost of the new contract is £230,000. This is broadly in line with previous contract costs.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

6.1 Not applicable.

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

7.1 Not applicable.

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

8.1 None identified.

9. RECOMMENDATIONS

- 9.1 That the council direct awards to Capita Business Services Ltd via the Kent County Council Framework - Provision of Managed Services for Business Solutions (Y16018) for a duration of 1 year with options for extension pending a formal competitive tendering exercise.

Service Lead – IT, Information and Digital Services

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North Lincolnshire
DN20 8XJ

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Date: 12/08/2019

Background Papers used in the preparation of this report:

Kent County Council Framework - Provision of Managed Services for Business Solutions (Y16018)