RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

HOUSING & PUBLIC PROTECTION SERVICE CASE MANAGEMENT SYSTEM

1. Decision Taken:

To award Tascomi Ltd the contract to supply and management a case management system to support the delivery of the Council's community safety, environmental health, & licensing services.

2. Decision Taker:

Andy Godman, Head of Housing & Public Protection

3. Date Decision Taken:

27 July 2016

4. Summary of Background:

The Council has statutory responsibilities in relation to community safety, environmental health and licensing. In order to deliver these services, a case management system is required. A procurement exercise has been undertaken, in line with corporate procurement rules, to secure a case management system that will enable the Council to deliver its statutory responsibilities and facilitate further efficiencies in service delivery.

5. Directorate:

Planning, Housing and Enterprise

6 Notification Date:* 29 July 2016
(Date sent to all Members and put on website - Committee and Member Services will insert)

7. Reason for Decision:

In order to fulfil the Council's statutory duties relating to community safety, environmental health and licensing.

8. Other Options Considered:

The procurement exercise has enabled suppliers of other systems to be considered.

9. Consultations:
(including the effect on stakeholders, partners and the public)

None appropriate

10. Legal Implications:

The procurement exercise has been undertaken in line with Corporate Procurement Rules.

11. Financial Implications:

The cost of Tascomi's system is within the available budget. The quoted price includes implementation and training costs.

12. Risk Implications:
(Risk implications to include strategic, operational, information, reputation risks, etc.)

Failure to have a properly functioning case management system would place the Council in a position where it may not be possible to fulfil certain specific responsibilities. Implementation of the new system will resolve an item on the Council's risk register relating to the requirement to have an on-line licensing register.

13. Equalities Implications:

The Equality Act 2010 came into force on 1 October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a General duty, described below, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.

In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give **due regard** to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

There are no particular equalities issues associated with this matter.

14. Social Value Implications:

Social value implications were considered as part of the procurement process.

15. Human Resource Implications:

Training costs have been factored into the tender process. There are no other HR issues.

16. Background Papers:

None.

Signature of Decision Taker

* Date decision to appear in MIS

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS

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