

PORTFOLIO HOLDER DECISION MEETING MINUTES

28 MARCH 2011

Chairman: * Councillor Bill Stephenson

* Denotes Member present

13. Declarations of Interest and Declarations of Any Dispensations Granted by the Standards Committee

RESOLVED: To note that

- (1) there were no declarations of interests;
- (2) there were no declarations of any dispensations granted by the Standards Committee.

14. Minutes

RESOLVED: That the minutes of the meeting held on 10 August 2010 be taken as read and signed as a correct record.

15. Petitions and Public Questions

RESOLVED: To note that no petitions or public questions had been received.

16. Matters referred to the Leader of the Council

RESOLVED: To note that no matters had been referred to the Leader of the Council for reconsideration

17. Reports from the Overview and Scrutiny Committee or Sub-Committees (if any)

RESOLVED: To note that no reports had been received.

RESOLVED ITEMS

18. Managed Service Contracts for Housing Benefits Data Entry and Revenues Bill Printing Services

In accordance with the Local Government (Access to Information) Act 1985, the Leader of the Council considered a report of the Interim Director of Finance on the Managed Service Contracts for Housing Benefits Data Entry and Revenues Bill Printing Services. The report was admitted late to the agenda because it would have been prejudicial to the best interests of the Council to wait until the next scheduled meeting of the Executive on 7 April 2011 due to the need to have contracts in place for 1 April 2011.

An officer introduced the report, outlining the current and proposed processes for e-capture and print managed services for Revenues and Housing Benefits. It was noted that there were very few providers of these specialised services and a short procurement process had been undertaken via Buying Solutions, which had complied with procurement procedures and legislation. Following the capability assessment through the Buying Solutions website, only one company capable of meeting the Council's requirements responded. The Business Case was set out in Appendix 1 to the report.

In response to a question, an officer advised that the 'up front' costs would be met over the term of the contract. If performance targets were not met, discounts to the contracts would be triggered.

RESOLVED: That the award of contracts to Northgate Information Solutions UK Ltd for the provision of e-capture managed services and Revenues/Housing Benefits managed print services be approved.

Reason for Recommendation: To authorise the award of contracts for the provision of e-capture managed services and Revenues/Housing Benefits managed print services.

(Note: The meeting, having commenced at 10.00 am, closed at 10.05 am).

(Signed) COUNCILLOR BILL STEPHENSON
Chairman