

## Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Decision made by</b>	Andrew Crawford
<b>Key decision?</b>	Yes
<b>Date of decision</b> (same as date form signed)	16 September 2022
<b>Name and job title of officer requesting the decision</b>	Ben Watson, Exchequer & Procurement Manager
<b>Officer contact details</b>	Tel: 01235 422492 Email: <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>
<b>Decision</b>	<p>To use the Government's G-Cloud 12 Framework to award a two-year contract to Unit4 for Software as a Service provision of the Unit4 Enterprise Resource Planning (ERP) application. The contract is for a two-year period commencing 1 October 2022, with the option to extend for one-year on two occasions.</p> <p>The cost of the two-year initial contract period will be £146,221 with the costs shared equally with South Oxfordshire District Council</p>
<b>Reasons for decision</b>	<p>In September 2020 the council, along with South Oxfordshire District Council, signed a contract with Unit4 via the Government's G-Cloud 11 Framework for Software as a Service provision of the ERP application. The contract term was for two years, commencing 1 October 2020, with the option to extend for one-year on two occasions.</p> <p>The council requires a software application to manage its finances and the Unit4 ERP is used for this purpose. Therefore, with the two-year contract term coming to an end, a decision is required to go to market for a new ERP, or take the first of the two available one-year extensions under G-Cloud 11, or take the opportunity to use G-Cloud 12 (latest iteration of the Government's framework for Cloud Software).</p> <p>Under the new G-Cloud 12 Framework Unit4 is making additional functionality available, for no additional cost. Therefore, rather than extend the current contractual arrangements under G-Cloud 11, the council will gain additional value without additional expenditure. The initial two-year period will be free of indexation too which will positively affect the council's finances.</p>

<b>Alternative options rejected</b>	<p>The council has been using the Unit4 ERP since April 2021 and invested in developing the system to improve financial processes. The improvements are already delivering benefits for taxpayers and more improvements are planned to increase those benefits. Therefore, the option to go to market for a new ERP is rejected at this time. This option will, however, be reviewed as contractual arrangements unwind for the council's HR and Payroll system, at which point a strategic review will be undertaken.</p> <p>The option to take the first of the available one-year extensions under the current contractual arrangements is also rejected. This is because G-Cloud 12 arrangements offer additional functionality for the same price, which therefore increases the value to taxpayers</p>			
<b>Climate and ecological implications</b>	<p>There are no immediate climate and ecological implications for this decision. The additional functionality could, in the future, bring climate and ecological benefits.</p>			
<b>Legal implications</b>	<p>G-Cloud 12 is a legally compliant route to market therefore there are no legal implications arising from this decision</p>			
<b>Financial implications</b>	<p>The contractual cost is within budget therefore there are no financial implications in that respect. The initial two-year period will be indexation free which positively affects the council's finances. Continued use, and development of Unit4 will help the council with its financial efficiency and therefore have a positive financial impact</p>			
<b>Other implications</b>	<p>There are no other implications</p>			
<b>Background papers considered</b>				
<b>Declarations/ conflict of interest? Declaration of other councillor/ officer consulted by the Cabinet member?</b>				
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors			
	<a href="mailto:legal@southandvale.gov.uk">Legal legal@southandvale.gov.uk</a>	Patrick Arran	Agreed	1 August 2022
	<a href="mailto:Finance@southandvale.gov.uk">Finance Finance@southandvale.gov.uk</a>	Emma Creed	Agreed	31 August 2022
	<a href="mailto:hradminandpayroll@southandvale.gov.uk">Human resources hradminandpayroll@southandvale.gov.uk</a>	David Fairall	Agreed	19 August 2022

	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Kim Hall	Agreed	1 August 2022
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Agreed	1 August 2022
	Health and safety <a href="mailto:healthandsafety@southandvale.gov.uk">healthandsafety@southandvale.gov.uk</a>	Debbie Porter	No further comments	3 August 2022
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	Allison Holliday	Agreed	2 August 2022
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Gail Buckle	Please keep comms team informed on progress and If there are any changes that would affect users or additional benefits so we can plans any necessary comms in advance	1 August 2022
	Procurement <a href="mailto:procurement@southandvale.gov.uk">procurement@southandvale.gov.uk</a>	Angela Cox	Agreed	9 August 2022
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	No			
<b>Has this been discussed by Cabinet members?</b>				
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature _____ Councillor Andy Crawford _____ Date _____ 16 September 2022 _____			

**ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.**

For Democratic Services office use only		
Form received	Date: 4 October 2022	Time: 11:41
Date published to all councillors	Date: 4 October 2022	
Call-in deadline	Date: 11 October 2022	Time: 17:00

## Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.  
Tel. 01235 422520 or extension 2520.  
Email: [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk)
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
  - refer the decision back to the Cabinet portfolio holder for reconsideration or
  - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
  - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

## Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

**A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:**

- (a) to incur expenditure, make savings or to receive income of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
- (c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.**

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
  - Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
  - Changes to the household waste collection policy (affects all households in the district)
  - Reviewing a housing strategy (could have a significant impact on residents in many wards)
  - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
  - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

**The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.**