


Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made.

Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Chief Officer Asset Management and Regeneration
SUBJECT ⁱⁱ :	Approval to waive Contract Procedure Rules (CPRs) 8.1 and 8.2 and award a new 3 year contract to MRI Software Emea Ltd for the Support and Maintenance of Qube software for the period 1 st November 2020 to 31 st October 2023
DECISION DETAILS ⁱⁱⁱ :	<p>The Council currently uses MRI Software Emea Ltd (formerly known as Qube Property Management Software) for the Support and Maintenance of Qube software. A contract has previously been in place with MRI Software Emea Ltd. This contract expired on 31st October 2020.</p> <p>Qube software is used by the Council's Asset Management and Regeneration service, who use it to support property management and rent accounting facilities, generating approx. £18m of annual rental income for the Council.</p> <p>Qube software is fully embedded into the Council's IT infrastructure and is proprietary to MRI Software Emea Ltd, so only they can provide the necessary levels of on-going Support & Maintenance, as well as upgrades and fixes to the system</p> <p>Awarding a new contract to MRI Software Emea Ltd for the period 1st November 2020 to 31st October 2023 will therefore ensure that the Council will continue to receive support and maintenance enabling to continued use of the property management and rent accounting facilities required by the Asset Management and Regeneration service.</p> <p>Software updates will be delivered as part of this contract alongside ongoing support and maintenance. DIS will work with MRI Software Emea Ltd to understand the broader system capacity and opportunities available which will feed into the ongoing Service review of all IT systems.</p> <p>Should the requirements of the service change, the 3 year contract can be terminated with sixty days' notice prior to the end of each 12 month term.</p> <p>The Chief Officer Asset Management and Regeneration is recommended to:</p> <ul style="list-style-type: none"> • Approve a waiver of Contract Procedure Rules (CPRs) 8.1 and 8.2 and award a new 3 year contract to MRI Software Emea Ltd for the Support and Maintenance of Qube software for the period 1st November 2020 to 31st October 2023 at a total value of £83,036.14.

TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive ^{vii} – not subject to publication or call-in)	
NOTICE ^{viii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-	
AFFECTED WARDS:	None	
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Ward Councillor Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Others ^x (please specify:) AM&R Technology & Digitisation Project Board Date consulted: 10/11/20	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input checked="" type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)	
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: Date:
CONTRACT DETAILS	Contract Reference Number	Contract Title

(PROCUREMENT DECISIONS ONLY)		Supplier
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Timescales for implementation ^{xi}	
CONTACT PERSON:	Dave Whittaker	Telephone number ^{xii} : 0113 37 87472
DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} :	 (Angela Barnicle:)	Date: 1 February 2021

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{vii} Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

^{viii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected Members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

^{xiii} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.