

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: CR/418/11/20

BOX 1

DIRECTORATE: Corporate Resources **DATE:** October 2020
Contact Name: Alan Stoves **Tel. No.:** 01302 735585

Subject Matter: Variation Agreement to the provision of Webcapture services by Govtech

BOX 2**DECISION TAKEN**

To vary the contract with Govtech by replacing the services currently provided by Govtech's sub processor Team Netsol Limited with equivalent services provided by Govtech's sub processor Granicus-Firmstep Limited.

BOX 3**REASON FOR THE DECISION**

We currently contract for Govtech's Webcapture services via a call off contract with Northgate Public Services, order number [REDACTED].

As part of the service the Revenues webform hosting and the secure transmission of content captured in the Revenues webforms to the Govtech Service Centre is carried out by a sub processor, currently Team Netsol. Govtech will shortly be switching the platform on which our Revenues forms are deployed and these will then be hosted on the Granicus-Firmstep platform.

In order to maintain, the service with Govtech we need to agree this variation to the contract.

Govtech currently supply online forms for the Revenues and Benefits teams. The webcapture product allows customers to notify changes of circumstances when they move, apply for Single Occupier Discounts and set up Direct Debit mandates for their Council Tax via self-service online forms. In addition these forms integrate with the Northgate Revs and Bens system to allow auto-processing of the information provided. Without this service all of this would have to be done by trained processing staff acting as data processing operators.

In 2019/20 over 24,600 online forms were completed by customers using this product.

BOX 4**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

No alternatives have been looked at.

BOX 5**LEGAL IMPLICATIONS**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives an Authority power to purchase goods and services.

The report author must be satisfied that the change is permitted within the provisions of the contract and all GDPR implications are dealt with to his satisfaction.

The Council's Constitution must continue to be complied with including CPRs and FPRs.

Name: P Ablett

Signature: By email

Date: 26.10.20

Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6**FINANCIAL IMPLICATIONS:**

No financial implications arise from this report. This is purely an IT technical issue regarding the hosting of the web capture forms and so the costs associated with this existing contract will remain unchanged and will continue to be funded from an existing identified budget with the Revenues and Benefits service.

Name: C.Cowan

Signature: FP&C (by email)

Date: 22/10/20

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7**OTHER RELEVANT IMPLICATIONS****TECHNOLOGY**

The suppliers have indicated that there should be very little, if any IT involvement required for this change. However, a change request has been raised for this to enable a resource from Digital Solutions to be assigned to investigate the impact of this change. New URLs will be provided to replace the existing ones currently embedded in the Council's web pages, which will need to be updated by Revenues and Benefits and/or Corporate Communications.

Name: P. Ward

Signature: By email

Date: 23/10/20

Procurement

Under Contract Procedure Rules (item 22.0 Contract Extensions and Variations), the Council may implement a contract variation that is carried out within the scope of the original Contract. Therefore as the proposed variation does not materially change the objectives of this contract, Procurement supports the variation of this agreement.

The report author should liaise with the Council's legal team to ensure the contract variation is in writing and signed by both the Council and the provider (except where different provisions are made within the contract documentation)

Name: Glyn Sparrow

Signature: By email

Date: 22/10/20

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

None

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

Failure to vary the contract would leave us without the Govtech services which would result in this work having to be done manually.

BOX 10

CONSULTATION

BOX 11

INFORMATION NOT FOR PUBLICATION

Publish in full

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000. Therefore this decision will be published but redacting information in Box 3 paragraph 1 and signatures.

Name: Lisa Shaw **Signature** L.Shaw **Date:** 22/10/20

Signature of FOI Lead Officer for service area where ODR originates

BOX 12

BACKGROUND PAPERS

Please confirm if any Background Papers are included with this ODR YES

(If YES please list and submit these with this form)

Govtech Form Migration Paper

**BOX 13
AUTHORISATION**

Name: Julie Grant Signature:  Date: 06/11/20

Assistant Director of Customers, Digital & ICT

Does this decision require authorisation by the Chief Financial Officer or other Officer

NO

If yes please authorise below:

Name: _____ Signature: _____ Date: _____

Chief Executive/Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: _____ Signature: _____ Date: _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.