

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over which materially affects that relevant local government body's financial position.

1. Title of decision:	Money Management System RFQ
2. Date of the decision:	31 October 2023
3. The decision maker:	Chris Greenway, Assistant Director, Commissioning & Transformation, Directorate of Communities and Adult Social Care

4. Decision details:

A contract for a cloud-based Money Management System to be used by the Deputyship Team in Adult Social Care.

It is the decision of the Assistant Director of Adult Social Care using their delegated authority, to award the contract for a cloud-based Money Management System to Trojan Consultants Limited. This is in accordance with the Council's Contract Procedure Rule 20 (2).

The contract will be for a period of 3 years with the option to extend for x2 of 1-year extensions (up to a further 2 years). This contract replaces the current contract the Council has for this service which ends on the 30/09/2023.

5. Reasons for the decision:

The Deputyship Team manage the financial affairs and benefits for people that do not have the mental capacity to make their own decisions and have no-one else to do it for them. The Court of Protection can appoint the Council's Deputyship Team to act as deputy for someone who lacks mental capacity.

To manage the benefits and financial affairs of individuals the team need a money management system to help administer them.

One provider bid in the procurement and their bid was evaluated on both quality (60%) and price (40%). A selection questionnaire and IT Standards Assessment were completed to check the IT, legal and financial status of the companies. Three quality questions were asked and answered by the provider. These were evaluated by a team of three officers.

6. Alternative options considered (if any) and rejected:

Do Nothing

The option not to procure a Money Management System has been discounted as this would lead to a substantial increase in staff time required to manually manage accounts causing service disruption, increased waiting time and poor service. There will be need for additional staff to support demand resulting in higher associated costs.

Direct Negotiation

Direct Negotiation with preferred services is not an option as the cost of the total lifetime of the contract exceeds thresholds set by the Public Contract Regulations 2015. The contract value requires that the Council carry out a procurement.

7. List of open Background Papers:

N/A

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account:

The legal requirement to adequately manage personal data held by the Council.

10. Legal considerations

It will be necessary to enter into contract with Trojan Consultants Limited. The contract will be for a period of three years with the option to extend for x2 of one-year extensions (up to a further two years).

11. Financial considerations

Funding for the Contract has been provided by the Deputyship revenue budget and agreed with Finance Business Partner.

12. Internal consultations

Legal Services, Finance and Procurement

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	N/A
14. Date of the meeting:	N/A
15. Minute number:	N/A
16. The delegation given by the Committee:	N/A
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	N/A
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	N/A