



## NOTIFICATION OF DECISION FOR URGENT IMPLEMENTATION

(Decision either included or not included on the current Forward Plan but needs to be implemented immediately by virtue of the urgency of the actions that need to be undertaken. This decision will not be subject to call-in.)

### ORIGINATOR'S DETAILS

**Name & Contact details:**

Dominic Cain – Assistant Director Revenues and Benefits and FTSS –  
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### DETAILS OF THE REPORT

**Title and brief description of the nature of the business to be considered:**

**Title of report:** Revenues and benefits processing resilience procurement.

**Summary of Decision**

- *Why has this decision been delayed until now?*

The decision was delayed due to a previous agreed procurement approach to use a framework contract with a neighbouring authority. In February 2014 the council was advised that due to the status of the framework the procurement would place the council with a risk of a challenge and the council subsequently withdrew from negotiations. Given the timescales to procurement and the pending existing contract end date the council needed to ensure services continued.

The approved procurement approach will provide the council with an interim solution to allow a full procurement to take place over the next 22 months.

- *Why can't the decision be reasonably deferred?*

The nature of the contract is to supply specialist processing resources to assist the council in meeting fluctuations in the workload or backfill vacant posts to ensure the efficient processing of housing benefit and collection of council tax.

Given the impending contract end date any delay could leave the service with a resource gap and larger volumes of outstanding documentation. As it stands the council is in a position to implement the decision with effect from the 30 May, with a start date of the 1 June.

The existing contract ends on the 31 May and has previously been extended.

- *How long has the department known the decision was to be taken?*

The department has been aware of requirement for this decision to be taken and commenced the procurement process in January 2013; however the council withdrew from utilising a framework agreement on the advice of legal. Due to further information received late in the day relating to the framework the council took the difficult decision to withdraw from discussions leaving a very tight timescale in which to procure.

- *If scheduled on the forward plan for a particular period, what's changed to make it so urgent now?*

It is scheduled on the forward plan for May 2014.

- *Why is it important that this decision is taken now?*

If the decision is not taken now, the contract will end on the 31 May and from the 1 of June we will not have sufficient resources to deliver to the needs of the service. Backlogs will accrue and the service the residents receive will be affected along with the collection of council tax income to the authority.

- *What is the potential cost to the council if the decision is delayed?*

Difficult to determine in this short period of time but likely to be significant.

*Please note that a final draft of the report should be included in the submission*

*Please also note that this process should only be used in exceptional circumstances where there are compelling reasons for urgency.*

**Date decision to be taken on:**

**Declaration**

I agree/disagree\* with the Chief Officer/Head of Service that the proposed Decision is reasonable and that it can be treated as a matter of urgency.

Reason for refusal

Signed..... Dated.....

Chair of Overview & Scrutiny Committee/Mayor/Deputy Mayor\*

\* delete as appropriate

Please note reasons for refusal, additional points or further action required (as appropriate)

Please return completed form to Kenny Uzodike /Ian Millichap, Constitutional Team, 160 Tooley Street, PO Box 64529, London, SE1P 5LX – tel: 020 7525 7236