

Delegated authority officer decision notice

Decision made by	Mark Minion, Head of Corporate Services
Lead officer contact details	Simon Turner, IT Programmes Manager. simon.turner@southandvale.gov.uk
Decision (Keep this succinct)	To purchase Iken Legal Case Management software.
Key decision? (see notes below)	Yes, contract value is above £75,000
If key decision, has call-in been waived by the Scrutiny Committee chair(s)?	No
Confidential decision, and if so under which exempt category?	No
Delegated authority reference from the constitution	1.1 To incur expenditure within approved capital and revenue budgets 6.3 To sign on the council's behalf any contract for works, good or services.
Risks	Delays in purchasing the software will impact on the Legal team migrating the case management software and exiting from Capita managed IT. Delays in purchasing the system could also mean the councils' misses the deadline for buying the system under GCloud 13 resulting in possible cost increase.
Reasons for decision	The current legal case management software is installed and accessed via the Capita network provided under the 5C managed service contract. The software is also due to be renewed and aligned to the Technology Strategy, a new version of Iken Cloud Legal Case Management which is provided Software-as-a-Service, has been reviewed.
Alternative options rejected	A) Do nothing. This option was discounted as the current software system will be switched-off when the Capita 5C contract expires in July 2025 B) Purchase different Legal Case Management software. The legal team reviewed several systems supplied under GCloud 13 and decided Iken Cloud best meets their operational need.

Legal implications	<p>The councils respective Procurement Procedure Rules apply, under which an existing Framework, GCloud13, is being utilised, which negates the need for a full tender process. This mitigates risk to the Councils, so long as any contract is awarded in line with the GCloud13 Framework requirements.</p> <p>The minimum term on the GCloud13 Framework is 3 years, which means the contract value of £100,800 is below the Public Contracts Regulations 2015 (PCRs) threshold for services (£214,904).</p> <p>There is a risk of legal challenge from other suppliers if the original contract value awarded under the Framework is substantially exceeded.</p>			
Financial implications	<p>The cost of purchasing Iken Cloud Legal Case Management is £20,400 per year, plus one-off onboarding costs of £19,200. Total cost of the contract including option to run 1 year extension is £100,800.</p>			
Climate implications	<p>There are no direct climate implications.</p>			
Equalities implications	<p>There are no direct equalities implications.</p>			
Other implications	<p>None</p>			
Background papers considered	<p>None</p>			
Declarations/ conflict of interest?	<p>None</p>			
Consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Pat Connell	Agreed	10/10/24
	Finance Finance@southandvale.gov.uk	Emma Creed	Agreed	28/10/24
	Climate and biodiversity climateaction@southandvale.gov.uk	Jessie Fieth	As agreed with the climate team, the use of the Climate Impact Assessment Tool is not required for the decision set out in this report. There are no direct climate implications of this decision.	09/10/24
	Equality and	Lorne Grove	Thank you for sharing	11/10/24

	diversity equalities@southandvale.gov.uk		the DA for comment, after review there are no direct equalities, implication involved in the purchasing of the Iken Legal CMS	
	Risk and insurance risk@southandvale.gov.uk	Yvonne Cutler Greaves	Agreed. Ensure the app supplier has relevant insurance PI: £1-2M	28/10/24
	Cabinet member (SODC)	Sam Casey-Rerhaye	To confirm I am content with this decision	30/10/24
	Cabinet member (VWHDC)	Neil Fawcett	Yes, I am happy thanks	30/10/24
Decision maker's signature To confirm the decision as set out in this notice.	Signature: <i>Mark Minion</i> Date: 30/10/24			