



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR FINANCE

TOPIC - LICENSING EXTENSION FOR GRANT SOFTWARE: FLEXIGRANT

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Head of Legal Services (Interim), the Chief Executive and the Strategic Director: Resources are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on 12th December 2018.

Contact Officers:

Case Officer: Melissa Fletcher, Funding & Development Officer
mfletcher@winchester.gov.uk 01962 848 492

Democratic Services Officer: Matthew Watson mwatson@winchester.gov.uk
01962 848 317

SUMMARY

A Contract was entered into with Fluent Technology which commenced on 15 December 2015 and is due to expire on 14 December 2018 following the procurement of a corporate grants management system, Flexi-grant as detailed in [PHD635](#).

The contract was entered into jointly with Test Valley Borough Council. The contract subscription is now up for renewal and needs to be finalised by 14 December 2018.

The procurement of this software has contributed to the delivery and optimisation of efficiencies with regards to the grants programme.

PROPOSED DECISION

That:

Approval be sought to extend the current contract subscription for another 3 year period from 15 December 2018 – 14 December 2021. This will enable the council to fully process grants for the next 2 financial years 2019/2020 and 2020/2021.

As per the initial contract this subscription will include the licence requirements for Test Valley Borough Council. This subscription is managed under 1 contract as the flexigrant grant management platform is shared between Test Valley Borough Council and Winchester City Council. Winchester City council are the lead procurement authority.

In terms of extending the contract subscription we are seeking dispensation from the Contracts Procedure Rule 27.3 to provide for a three year extension.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The process of changing grant management software providers is a lengthy one in terms of implementation, online application creation, uploading data, training staff and resources. The current grant management system Flexigrant sufficiently meets the needs of Winchester City Council. It is still fit for purpose and the platform is responsive and is continually being developed.

Directing service users / grant applicants to a new platform and retraining them on a new system would be time consuming which would result in additional resources being used. It would also confuse users as they are now competent in the use of the current system

Transitioning the data held in the grant management system alone would be an ineffective use of our resources particularly at a time when they are already stretched

Based on the above reasons we are seeking dispensation from the Contracts Procedure Rule 27.3:

27.3 Any contract extension must not be longer than two years. In all other circumstances an extension of contract will require the written approval of the Head of Legal and the Head of Finance following considerations of a report from the Head of Team. They shall only approve an extension if it can be demonstrated that this will achieve best value for money for the Council and will not contravene any legal requirement. Extensions of contract cannot be approved retrospectively. Once a contract expires it cannot be extended

RESOURCE IMPLICATIONS:

There is an ongoing revenue cost based on the number of licenses. There is a minimal increase of £100 for each individual annual licence fee; however, budget is already in place to cover these costings.

In view of the current grant review we are considering a reduction of 1 annual licence.

The total annual contract with this reduction for Winchester City Council is: £4550 + VAT

Should Test Valley Borough council total annual contract for Test Valley is £4550 + VAT

Combined annual total: £9100 + VAT

Combined 3 year contract total: £27,300 + VAT

Winchester City Council 3 year contract total: £13,650

Test Valley Borough Council 3 year contract total: £13,650

Winchester City Council and Test Valley are invoiced separately.

DATA PROTECTION IMPACT ASSESSMENT (If none, state "None required")

The new/extended contract will need updated terms and conditions so that it complies with current data protection requirements – especially in relation to processing of personal data by the contractor on behalf of the Council.

CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION

The proposal reflects feedback from grant applicants, who are keen for the grants process to continue to be more efficient as this reduces the time commitment required for volunteers and helps to ensure that the Council's decision-making timescales are responsive and timely.

Consultation has been undertaken with ELB and Senior Officers on the draft decision notice and all members will be consulted via the Portfolio Holder Decision making process.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION
NOTICE**

n/a

Note for Author: please include detail of any representations received (including those of consulted Members). This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected. Include comments on risk management where relevant. These need to be taken into consideration when the Portfolio Holder makes the final decision in consultation with the Case Officer.

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR
OFFICER CONSULTED**

n/a

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

n/a

Approved by: (signature)

Date of Decision

**Councillor GUY ASHTON – Portfolio Holder for PORTFOLIO HOLDER FOR
FINANCE**

APPENDICES:

n/a