

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO CABINET

28 NOVEMBER 2017

### REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND PARTNERSHIP SERVICES

#### AUTHORISATION FOR A WAIVER, UNDER RULE 3.2.3 OF THE CONTRACT PROCEDURE RULES (CPRS) – MODERN.GOV COMMITTEE ADMINISTRATION SYSTEM.

#### 1. Purpose of Report.

- 1.1 The purpose of the report is to seek authorisation for a waiver, under Rule 3.2.3 of the Contract Procedure Rules (CPRs), from obtaining tenders for the provision of a Committee Administration System.

#### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The provision of a committee administration system assists in the achievement of the following corporate priority:-

1. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

#### 3. Background.

- 3.1 Since December 2014 Democratic Services have used a committee administration system from Modern.Gov to assist in delivering the team's functions. This has established a more efficient way of working.
- 3.2 Modern.Gov were awarded the original contract for a three year period. This followed a waiver of the Contract Procedure Rules on the basis Modern.Gov were the only company that had the required operational language facility.

#### 4. Current situation / Proposal.

- 4.1 Modern.gov is currently operational in 20 Welsh Authorities (18 Councils, the National Assembly and Brecon Beacons NPA) and currently provides the committee administration service to 306 authorities with 270 of those being UK and Ireland local authorities.
- 4.2 Since the original contract was procured, Elected Members have made significant progress in developing their use of ICT equipment including the use of the Modern.gov application for publicly available agenda and reports. It is intended that this progress be continued and that modern.gov software developments be purchased to fully utilise the existing software and to realise greater savings through the reduction of printing.

- 4.3 The two key software developments have been the Restricted Application and the Active Directory Federation Services (ADFS). This software will provide secure access to exempted information for those members and officers whose role requires them to view this information and the ADFS which will enable users to use their existing security information when accessing the Restricted Application.
- 4.4 With the implementation of the Welsh Language (Wales) Measure 2011 it is considered imperative to have a proven and operational committee administration system software, able to provide the necessary Welsh language facility. This will enable the Authority to meet its Welsh Language Standards and in particular Standard 41 relating to production and publication of agenda and minutes of public meetings.
- 4.5 Further market research has been undertaken to determine if any other companies have an operational dual language committee administration system. It was found that one other company was able to provide some dual language functionality, but this company acknowledged they could not provide an operational Welsh language system for the complex functionality required for a committee administration system.
- 4.7 It is proposed that in order to facilitate the provision of a suitable committee administration system which meets the requirements for a dual website and Welsh translation facility that authorisation is sought for a waiver, under Rule 3.2.3 of the Contract Procedure Rules (CPRs), for the purchase of the Modern.Gov Committee Administration System as there is only one current provider

## 5. Effect upon Policy Framework & Procedure Rules.

- 5.1 There are no implications for the Council's policy framework or procedure rules.

## 6. Equality Impact Assessment

- 6.1 The procurement of a committee administration system which incorporates a Welsh language facility is essential for this authority to meet the requirements of the Welsh Language standards.

## 7. Financial Implications.

- 7.1 The following costs are expected for the forthcoming years. It should be noted that the basic cost will increase annually in line with RPI.

Year	Basic Cost	Restricted App	AFDS	Set-up Cost	Totals
2018	£8,010	£3,000	£500	£1,000	£14,528.00
2019	£8,010	£3,000	£500		£13,529.00
2020	£8,010	£3,000	£500		£13,530.00
<b>Totals</b>	<b>£24,030.00</b>	<b>£9,000.00</b>	<b>£1500.00</b>	<b>£1,000.00</b>	<b>£41,587.00</b>

- 7.2 The cost of the Modern.gov system will be met from within existing budgets.

**8. Recommendation.**

- 8.1 It is recommended that Cabinet approves a waiver from the requirement to tender to procure a committee administration system from Modern.gov, in accordance with Rule 3.2.3 of the Contract Procedure Rules.

**P A Jolley**  
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**Background documents:** None