



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

# Officer Delegated Decision

13 March 2023

Chief Finance Officer



## Procurement of ICT Software – Public Sector Software

This report sets out the proposal for the purchase of industry leading asset inspection software to be used in the asset categories of play equipment, play areas and open spaces and cemeteries. parks.

<b>Decision made by:</b>	Chief Finance Officer
<b>Decision:</b>	Officer Delegation Decision
<b>Date:</b>	14 March 2023
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	<i>Financial Regulations approved by Council May 2022 – the Chief Finance Officer can authorise up to £100k from the Council's discretionary reserves with the exception of the Local Priorities Reserve and the Regeneration Reserve</i>

### Contact

Richard Wyles, Chief Finance Officer



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## **1 The Purpose of the Report**

- 1.1 The Council has responsibility to undertake route inspections and maintenance, as necessary, to operational assets in order that they meet the highest standards and to ensure they provide a quality offer and a safe environment to the public.
- 1.2 Council officers have been reviewing the processes and procedures that are currently in place for the inspection and recording of information. This review has concluded that investment in ICT software would greatly enhance the efficiency of the inspection regime and provide for effective use of officer time allowing for mobile technology, ability to take photographs and allow all inspection officers to view the same information thus provide accurate record keeping and ensuring issues and maintenance requirements are dealt with.
- 1.3 Public Sector Software are the leading supplier of asset management inspection software and have a number of high profile local authorities as their customers including Durham County Council, Nottingham City Council Manchester City Council, Islington Borough Council, York City Council and Worcester City Council. Public Sector Software offer specific modules in the following areas – parks and open spaces, playgrounds, cemeteries and trees. A demonstration has been undertaken with a team of Council officers and the overwhelming conclusion was the purchase of the software would great enhance with the inspection, management and maintenance of Council assets. Public Sector Software has provided the following quotations: Play £5,000 plus VAT, Parks and Open Spaces including car parks £3,000 plus VAT and cemeteries £2,000 plus VAT.
- 1.4 There will be a one-off cost of £1,200 plus VAT for training and set up to ensure a smooth go live.
- 1.5 The funding of the proposal will be met from the Council's ICT reserve which is set up for this purpose. This reserve has a balance of £294k as at 31 March 2023.

## **2 Comments of Consultees**

- 2.1 The Cabinet Member for Finance and Leisure has been consulted upon this proposal.

## **3 Available Options Considered**

- 3.1 The current paper based system is no longer fit for purpose and is considered inefficient leading to time delays and poor record keeping.

## **4 Preferred Option**

- 4.1 The preferred option is to procure the software products as set out in the report.

## **5 Reasons for the Decision (s)**

- 5.1 The reasons for the decision is set out in the report.

## **6 Financial Implications**

- 6.1 The ICT reserve currently has a balance of £294k and can be used to fund the proposed procurement.

**Financial Implications reviewed by: Alison Hall-Wright, Assistant Director of Finance**

## **7 Legal and Governance Implications**

7.1 There are no significant legal and governance implications arising from this report. The necessary delegation is in place to facilitate the decision, as set out above.

**Legal Implications reviewed by: Graham Watts, Assistant Director of Governance and Monitoring Officer**

**Signed by:**

**Richard Wyles**

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**4 April 2023**

**Date:**

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