



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Officer Delegated Decision

24 March 2025

Richard Wyles, Deputy Chief Executive
and Section 151 Officer

Modern.gov Contract

To enter into a new three year contract with Civica modern.gov, providers of committee management software.

Contact

James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

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Decision made by:	Deputy Chief Executive and Section 151 Officer
Decision:	To take out a new three-year contract with Civica Modern Gov for three years for the provision of committee management software, with the option of two one year extensions. Total cost for the contract inclusive of two optional one-year extensions would be (+VAT): £106,319 Annual costs increase in line with CPI + 2%
Public or Exempt:	Public. Contract breakdown available in an exempt appendix as the costs are commercially sensitive and Civica have requested this information not be in the public domain.
Reasons for exemption:	n/a
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	To manage services: a) In accordance with any policy decisions made by, or guidelines issued by, the Council b) Within budgets made or approved by the Council c) In compliance with all Rules of Procedure and Codes set out in the Constitution

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The total cost of the contract including potential extensions is £106,319 with the breakdown available in an exempt appendix.

There is sufficient budget in place in order to fund this contract.

- 1.2 A direct award will be undertaken through the VAS Framework which complies with the Council's contract procedure rules. The length of the contract is sensible to align with the potential Local Government Reorganisation timescales to avoid costly exit costs and if there are delays then the extensions periods cover that option also.

Completed by: *David Scott, Assistant Director of Finance (Deputy S151 officer)*

Legal and Governance

- 1.3 Governance comments are reflected within the decision.

Completed by: *James Welbourn, Democratic Services Manager and Deputy Monitoring Officer*

2. The Purpose of the Report

- 2.1 Modern.gov is a package that is used for the publication of committee agendas, minutes, and decisions. It is also used to display information related to the Council's Constitution, Councillors, parish and town councils and outside bodies.
- 2.2 The package is also used by officers when drafting reports for committees. It enables reports to be drafted via the intranet which enables good version control and an audit trail which allows for a retrospective look at who has signed off a report.
- 2.3 Currently modern.gov's data and information related to South Kesteven District Council is hosted by the Council on its own servers. This proposal seeks to take advantage of preferential pricing by entering into a contract for a cloud or 'hosted' solution with Civica earlier than anticipated.

3. Available Options Considered

- 3.1 To enter into a new contract.

3.2 To extend the existing contract into its final year.

3.3 To consider alternative providers.

4. Preferred Option

4.1 To enter into a new three-year contract.

5. Reasons for the Decision

5.1 Activating the final year extension on the current contract would retain the current arrangement with the Council's data being hosted on site.

5.2 Moving to a cloud hosted solution with Civica would increase the yearly cost from Year 2 onwards. This however will be necessary at some point as Civica are moving their product away from being hosted locally towards their own cloud-based solution.

5.3 If officers were to wait until the end of the current contract and take out a new contract next year, the price for this through the procurement framework jumps significantly. Therefore, it appears to be financial prudent to enter into a new contract early to 'lock-in' a lower price over a three-year period.

5.4 Whilst there are other providers on the market that supply committee management software, modern.gov is the choice of over 350 councils and local authorities across the UK. Therefore, it would not provide value for money by going out to the wider market as there would be a cost to changing providers, alongside a degree of learning that would be required to train staff on new software. There is no option available to develop an in-house solution.

Signed by: Richard Wyles, Deputy Chief Executive and Section 151 Officer

Dated: 24 March 2025