



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Officer Delegated Decision

12<sup>th</sup> May 2025

Richard Wyles, Deputy Chief Executive  
and Section 151 Officer

### Embridge Consulting – Approval of Contract

To request approval to enter into a contract with Embridge Consulting to support the implementation of the Unit 4 Financial System.

#### Contact

David Scott, Assistant Director of Finance / Deputy 151 Officer

✉ [David.scott@southkesteven.gov.uk](mailto:David.scott@southkesteven.gov.uk)

<b>Decision made by:</b>	Richard Wyles, Deputy Chief Executive and Section 151 Officer
<b>Decision:</b>	To approve the awarding of a contract to Embridge Consulting for support with the Unit 4 Financial System Implementation
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	N/A
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	The Council's Contract Procedure Rules allow for contracts with a total value of up to £200,000 to be approved by the Director.

## **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***

- 1.1 The continuation of using Embridge is fundamental to the success of the Unit 4 project, which is key to the future efficiency and effectiveness of the finance function. The expenditure is classified as capital, which has £100,000 allocated within the 2025/26 programme and the remaining amount of £99,950 will be funded from the ICT reserve.

Completed by: David Scott, Assistant Director of Finance (Deputy s151 Officer)

### ***Procurement***

- 1.2 This is a compliant route and an exemption has been approved.

Completed by: Helen Baldwin, Procurement Lead

### ***Legal and Governance***

- 1.3 The Deputy Chief Executive has the necessary delegated authority to make this decision, in accordance with the Council's Contract Procedure Rules.

Completed by: James Welbourn, Democratic Services Manager

## **2 The Purpose of the Report**

- 2.1 In April 2023 Cabinet made the decision to award a contract to Unit 4 to procure a new corporate financial system.
- 2.2 Work has continued within the project team to move the project forward with a revised go live date of 1<sup>st</sup> April 2025. However, due to ongoing resources pressures within the team balancing this project alongside preparing the closure of accounts and the 2024/25 outturn has resulted in a revised system go live date of July 2025. This revised date also complements the expiry of the licence arrangements for the current finance system. Therefore, it is key that the new finance system goes live at the revised time and additional resources are required in order to support with project management, training and support.

- 2.3 Embridge Consulting is a recognised partner to Unit 4 and has been working with SKDC since January as part of this project implementation. The initial contract was procured as a direct award through G Cloud 14 framework but this additional support will be procured as a direct award due to the previous work undertaken to date and time constraints in place for Go Live (an exemption form has been approved.).
- 2.4 Embridge has provided a cost of £199,950 for the work the Council will require which will be charged only when activity is undertaken and the Council is committed to working closely with Embridge to utilise in house resources as much as possible in order to minimise the cost as much as possible.

### **3 Available Options Considered**

- 3.1 Option 1: Do nothing – this would result in a risk that the go live would not occur before the current Advanced system is switched off in September 2025 which would require a further cost to be incurred for a new annual licence of circa £120k.
- 3.2 Option 2: Agree the contract price as in Paragraph 2.4 above.

### **4 Preferred Option**

Option 2 is the preferred option for the reasons set out in the report.

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

- 5.1 These are set out in the report.

### **6 Consultation**

- 6.1 There has been consultation with the Unit 4 Project Team.

### **7 Appendices**

- 7.1 None

Signed by: Richard Wyles

Dated: 20<sup>th</sup> May 2025

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