



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## Officer Delegated Decision

31<sup>st</sup> July 2025

Richard Wyles, Deputy Chief Executive  
and s151 Officer

### Payment of Licence Service Fees for 2023/24 and 2024/25.

This report seeks approval to release £22,400 from the ICT Investment Reserve to pay the outstanding balance for route optimisation software. There are two outstanding payments due covering the financial years 2023/24 and 2024/25.

#### Contact

Kayleigh Boasman, Head of Service (Waste and Markets)

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<b>Decision made by:</b>	Richard Wyles, Chief Finance Officer
<b>Decision:</b>	Approval to release £22,400 from ICT Investment reserve to pay the outstanding balance for route optimisation software.
<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>	The Chief Finance Officer is able to access discretionary reserves for one-off payments within the limits specified within the Financial Regulations at Part 4(10) of 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***

- 1.1 Without payment of the outstanding £22,400 charge, access to the system will be withdrawn and this will detrimentally impact both the round restructure due in September 2025 and food waste collections which start in April 2026. As the outstanding amounts relate to software licences, it is proposed that the funding be allocated from the ICT investment reserve.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

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

- 1.2 The Chief Finance Officer is able to access discretionary reserves to fund one-off expenditure within the limits in the Financial Procedure Rules within the Constitution.

Completed by: James Welbourn, Democratic Services Manager

### ***Procurement***

- 1.3 Procured compliantly, signed contract in place, additional costs in line with contract terms.

Completed by: Helen Baldwin (Procurement Lead)

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

- 2.1 To seek delegated authority to release funds from the ICT Investment Reserve to settle unpaid annual licence fees owed to the software company for route optimisation software. These payments are required to ensure continuity of service and support ahead of key project rollouts in September 2025 (route review) and April 2026 (food waste collections).
- 2.2 The route optimisation software was originally procured through a compliant procurement process whereby an ODD awarded the contract through the Crown

Commercial Services G-Cloud12 Framework. The original ODD was signed in August 2022, and it stated a contract value of £70,975 in year 1 with annual software licence fees of £11,200 from year 2.

- 2.3 Although the initial contract was awarded and implemented in line with procurement policy, subsequent annual purchase orders were not raised for the annual licence fee, resulting in unpaid licence fees that now require settlement.
- 2.4 The software is critical for route modelling and service planning for:
- The **Round Restructure Project** scheduled for delivery in **September 2025**.
  - The **Food Waste Service Go-Live** scheduled for **April 2026**.

### **3. Available Options Considered**

- 3.1 The following alternatives were considered:
1. Do not pay the outstanding fees and risk legal action, reputational damage and operational delays.
- 3.2 This option is not viable due to the impact on the service and therefore has not been selected.

### **4. Preferred Option**

- 4.1 The preferred option is to pay the £22,400 in owed fees as soon as possible to ensure access to the system is retained at a time when it is critical to service delivery.

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

- 5.1 Full payment of the outstanding balance will ensure access to the system is maintained at this critical time in service delivery.

Signed by: **Richard Wyles**

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Dated: **31 July 2025**