

Notice of Non-key Executive Decision

Subject Heading:	Award of Contract to Execview for Portfolio, Programme & Project Management Software
Cabinet Member:	Cllr Ramsey
SLT Lead:	Jane West
Report Author and contact details:	Victoria Stokes – Project Manager victoria.stokes@havering.gov.uk
Policy context:	
Financial summary:	Annual Costs of £61,200 per annum. (£122,400 over 2 years). Funded from Transformation Reserve Should the contract be extended beyond the initial 2 year term additional funding will need to be identified.
Relevant OSC:	Overview and Scrutiny Board
Is this decision exempt from being called-in?	Yes

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The subject matter of this report deals with the following Council Objectives

Communities making Havering	[x]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[x]

Place an X in the [] as appropriate

Part A – Report seeking decision

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DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

Authority is sought to award a contract to Execview for the procurement of a Portfolio, Programme & Project Management Tool for 2 years with the option to extend for a further 2 years.(one plus one)

AUTHORITY UNDER WHICH DECISION IS MADE

Council's constitution. Part 3, section 2, Paragraph 3.4(a) Contract Powers.
To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU threshold for supplier and services.

STATEMENT OF THE REASONS FOR THE DECISION

To support the Programme Office in awarding the contract to Execview for the provision of the right PMO enterprise tool on behalf of the council.

The procurement route will be completed using GCloud 10, Lot 2- Cloud Software.

In using Execview, as a software tool for the last 2 years, Havering's central PMO has fulfilled the need for better management of transformation activity through:

- Consistent governance
- Portfolio, Programme & Project set up, monitoring & reporting
- Provision of management information & analysis
- Provision of a single view of projects and programmes and escalation of matters requiring management attention.
- Consistent tools and techniques
- Development of the change capability across the borough through training, coaching and mentoring.

This tool has provided the Programme Office with an effective way to show clearly defined ownership and responsibility of projects and programmes across Havering. It has increased transparency across the organisation and enabled the council to record robust and consistent project and programme information. It has enabled faster, better and more informed executive interventions to solve problems, and provided greater governance across all our project and programme activities.

A suite of bespoke reports has been designed by the Programme Office which are extremely useful for reporting activity on Execview at a number of different levels, and includes the type of single view management information that we can produce to support SLT by increasing the visibility of project activity.

A new contract with Execview will enable us to explore its full potential, utilise new functionality which is being developed within the tool, and strengthen and develop the support that the Programme Office can offer service areas with their projects and programmes.

OTHER OPTIONS CONSIDERED AND REJECTED

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Other suppliers were considered during the GCloud 10 framework longlisting and shortlisting process, however, none of these met our requirements in full, particularly our IT security compliance requirements.

The only other alternative would be to discontinue the use of dedicated software as a PMO Tool.

PRE-DECISION CONSULTATION

A project board and a steering group, made up of key stakeholders was set up for the purpose of decision making and requirements gathering. The first meeting was used to define and agree requirements to be used to select the correct tool. As Execview was one of the two suppliers left after shortlisting on GCloud 10 and the only one that met our requirements in full, it was decided to award the contract again to Execview.

However, an Execview steering group will be maintained during the introduction and Go Live of the new version that is currently being developed.

We have strong support from SLT, and it has been agreed that the use of an enterprise tool is essential for the business.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Victoria Stokes.

Designation: Project Manager

Signature: *Victoria Stokes*

Date: 20.12.18

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Service seeks approval to award a contract from the "G-Cloud 10 Framework". Officers intend to appoint Execview Ltd for the supply of software (Lot 2 of the Framework).

The Council has the power under Section 1 of the Localism Act 2011 to agree the proposal set out in this report.

The Council's Contract Procedure Rules confirm that all subsequent purchases under a framework shall either not require further competition (if a single supplier) or, if there are two or more suppliers for those goods or services on the framework, follow the express framework provisions for choosing a supplier.

There are a number of suppliers appointed to Lot 2 of this framework. Rather than ask the suppliers to submit mini tenders, the G-Cloud 10 Framework enables a buyer (the Council) to refine the broad range of services available and find a service which fits the Council's requirements. The project team have satisfied themselves that Execview Limited's technical offer represents the most economically advantageous tender for the Council overall.

FINANCIAL IMPLICATIONS AND RISKS

Costs & Funding

Year	2019-2020	2020-2021	Total
Up to 650 project and programme activities	£61,200	£61,200	£122,400
Funded by Transformation Reserve	(£61, 200)	(£61,200)	(£122,400)

Based on Execview Pricing from GCloud 10 – should the number of projects be exceeded additional costs would be likely. However, this is not envisaged. 400 activities are set up on the current system and a streamlining process is currently underway.

The costs are in line with the current contract for Execview of £62,000 per annum.

There are no other costs envisaged with the continued use of Execview and/or the migration to the new version.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

No immediate HR issues, however it has been confirmed that appropriate training will be put in place for all new users of the software.

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Should there be updates or new functionality developed within the tool, training will be also be administered for all existing users.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

There are no equality implications regarding this matter.

BACKGROUND PAPERS

Appendices attached: Business Case & Checkpoint Report.

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Delete as applicable

~~Proposal NOT agreed because~~

Details of decision maker

Signed 

Name: JANE WEST

Cabinet Portfolio held:

CMT Member title:

Head of Service title:

Other manager title:

Chief Operating Officer

Date: 20/12/18

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 21/12/2018

Signed 

