



**Havering**  
LONDON BOROUGH

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	To waiver contract standing orders in relation to Civica Keystone property asset management software, and extend the contract for a period of two years.
<b>Decision Maker:</b>	Patrick Odling-Smee
<b>Cabinet Members:</b>	Councillor Paul Middleton, Cabinet Member for Technology, in consultation with Councillor Paul McGeary, Cabinet Member for Housing
<b>SLT Lead:</b>	Neil Stubbings, Strategic Director of Place
<b>Report Author and contact details:</b>	David Clifton Housing Systems Manager 01708 431569 david.clifton@havering.gov.uk
<b>Policy context:</b>	A well run council that delivers for People and Place
<b>Financial summary:</b>	Licence Cost 2024/25 £37,000 Licence Cost 2025/26 (+ estimated 10% increase) £40,700 <b>2 year cost total £77,700</b>

**Non-key Executive Decision**

<b>Relevant Overview &amp; Scrutiny Sub Committee:</b>	<b>Overview and Scrutiny Board</b>
<b>Is this decision exempt from being called-in?</b>	<i>The decision will be exempt from call in as it is a Non key Decision</i>

**Non-key Executive Decision**

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. **X**

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

It is recommended that the IT Client Director agrees firstly to obtain a waiver for contract procedure rule 9.8 and secondly to make a contract to renew the licence for Civica Keystone property asset management software with Civica UK Limited two years up to the 31<sup>st</sup> March 2026 at the value of £77,700.

### AUTHORITY UNDER WHICH DECISION IS MADE

#### 3.4 Powers of Second Tier Managers

##### Contract powers

(a) 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 Supplies and Services.

### STATEMENT OF THE REASONS FOR THE DECISION

Civica Keystone property asset management software has been in use by Housing Services for over 20 years. The software provides asset management, planned maintenance, service and inspection, asbestos register and component accounting features for the Council's social housing properties. The current contract will expire on 31<sup>st</sup> March 2024.

Recently, support for the software platform that Keystone is programmed with (Microsoft Silverlight) was withdrawn by Microsoft in October 2021.

Although Civica maintain functional customer support for Keystone, they have now released a new product called Civica CX as a replacement, and are phasing out the sale and use of Keystone. As such, Keystone is no longer available to purchase. The Council will monitor and respond to any risks alongside Civica related to continuing use of Silverlight.

A separate project is under way to replace the existing housing management software, Open Housing. In recognition of the limited shelf life of Keystone, this project incorporates identifying a replacement for the asset management software. Early soft market testing has identified suitable products that will, at least, match the functionality of Keystone, and it is anticipated that a replacement system for both Open Housing and Keystone will go live in Spring 2026.

**Non-key Executive Decision**

**OTHER OPTIONS CONSIDERED AND REJECTED**

The other options considered were:

1. Not to extend the licence of Keystone beyond March 2024.

The consequences of this would mean that the Housing Service would not have any automated, property asset software to support its asset management operations, and the service would return to a largely paper based, manual processes.

2. To commence a procurement process to replace Keystone.

A procurement process is already under way to replace Open Housing and Keystone, completion Spring 2026

**PRE-DECISION CONSULTATION**

**None**

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

Name: **David Clifton**

Designation: **Housing Systems Manager**

Signature:



Date: 21/02/2024

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

Housing Services require appropriate IT systems for its employees to carry out its functions. The Council is making a decision to make a contract to renew of a licence for IT software for that purpose.

The Council has the power to make a contract for the renewal of the licence for this IT software through section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions or through its general power of competence in section 1 of the Localism Act 2011 to do anything an individual can do. There are limitations on the general power of competence, but the limitations do not apply to this decision.

The contract value is below the applicable public procurement threshold for supply contracts stipulated in the Public Contracts Regulations 2015 ("PCR") of £214 904. Therefore, it is not subject to the full PCR regime.

In accordance with contract procedure rule 14.1, a waiver from contract procedure rule 9.8 can be obtained, which otherwise requires a minimum of three comparable written quotations to be obtained using the Request for Quotations procedure.

For these reasons, the Council can make the contract.

### FINANCIAL IMPLICATIONS AND RISKS

The resources for this Project are expected to cost £77,700. Provision has been made in the existing Housing IT budget to cover this.

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

None Identified

### IT IMPLICATIONS AND RISKS

This is an existing software system that has been in place for over 8 years. There are no IT implications or risks identified.

### 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:

### **Non-key Executive Decision**

- (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.

In making this decision, there is nothing that would suggest any adverse impacts for residents and other service users, including those with protected characteristics. Therefore an Equalities Assessment is not considered necessary.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

The recommendations made in this report do not give rise to any identifiable environmental and climate change risks.

### **BACKGROUND PAPERS**

**None**

### **APPENDICES**

**None**

**Non-key Executive Decision**

**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

**Details of decision maker**

Signed



Name: Patrick Odling-Smee

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 21/02/24

**Lodging this notice**

The signed decision notice must be delivered to Committee Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_