

## Notice of Non-Key Executive Decision

<b>Subject Heading:</b>	Approval to award a 24 month Civica UK Limited APP contract
<b>Decision Maker:</b>	Helen Oakerbee Director of Planning and Public Protection
<b>Cabinet Member:</b>	Cllr Barry Mugglestone
<b>ELT Lead:</b>	Helen Oakerbee Director of Planning and Public Protection
<b>Report Author and contact details:</b>	Michelle Hammond Head of Public Protection <a href="mailto:michelle.hammond@havering.gov.uk">michelle.hammond@havering.gov.uk</a>
<b>Policy context:</b>	Civica App database is used within Public Protection to record enforcement, investigation and licensing activities. The database has been in use since 1997. A new contract for 24 month term is requested
<b>Financial summary:</b>	The award of a 24 month contract with an annual fee of £0.042m inflated by CPIH as at the ONS published rate in January 2026 for the second year. Based on April 2025 CPIH of 4.1% this would mean the second year would increase by £0.001m giving a total contract value of £0.086m
<b>Relevant Overview &amp; Scrutiny Sub Committee:</b>	People's Overview and Scrutiny Sub Committee
<b>Is this decision exempt from being called-in?</b>	The decision will be exempt from call in as it is a Non key Decision

**Non-key Executive Decision**

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

People - Supporting our residents to stay safe and well X

Place - A great place to live, work and enjoy X

Resources - Enabling a resident-focused and resilient Council

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report is seeking approval from the Strategic Director of Places to agree to direct award the supply of Civica UK Limited APP database, the database is the current database used since 1997 and can only be provided by Civica UK Limited. The database is used to record statutory duties and record and produce licences for business, this is also a statutory function. The term of the contract would be for a period of 24 months from 1st April 2025 to 31st March 2027 at a value of £42,139.32 year one and the second year would be increased by CPIH at 4.1% (based on today) £1,727 Total cost £86,005

### AUTHORITY UNDER WHICH DECISION IS MADE

The Havering Constitution:

Part 3 of the Council's Constitution

Scheme 3.3.3 Powers common to all Strategic Directors

2. Contracts

4. 2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3.

#### **Notice of delegation of responsibility for functions in accordance with:**

Paragraph 5.1 of Part 3.3

Neil Stubbings, Strategic Director of Place delegated functions within Scheme 3.3.3 to Helen Oakerbee, Director of Planning and Public Protection.

### STATEMENT OF THE REASONS FOR THE DECISION

The current database Civica UK Limited APP has been used by Public Protection since 1997.

This paper is seeking approval to directly award a 24-month contract in compliance with the Council's statutory duties already set out in the body of this report.

The provision of the services during the 24-month term of the contract will allow sufficient time to review the situation of a replacement database.

Procurement route would be Direct Award via the CCS Framework Agreement RM6259

#### **Background**

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

A rolling contract was entered into in 1997 for the service of supplying the Flare database, this was subsequently bought by Civica UK Limited and is now known as Civica APP. Procurement rules no longer allow for a purchase order to be produced for payment. A non-key Executive Decision is required to agree a contract and make payment.

The database is currently required by Public Protection to fulfil its statutory duty within Licensing, Trading Standards, Environmental Health and Private Sector Housing for recording the work carried out and providing statutory returns.

#### **Recommendation**

The Council is seeking a direct contract award for this service with the current provider as they are the only provider with this product on the CCS Framework Agreement RM6259.

#### **OTHER OPTIONS CONSIDERED AND REJECTED**

***Do nothing*** - This option is not viable as there would be no database to capture the statutory work carried out and business licences issued, there would also be no means to provide statutory returns.

#### **PRE-DECISION CONSULTATION**

None

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

Name: Michelle Hammond

Designation: Head of Public Protection

Signature: 

Date: 20/05/2025

**Part B - Assessment of implications and risks**

**LEGAL IMPLICATIONS AND RISKS**

The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual can do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's s.1 power are engaged by this decision

The Crown Commercial Services (CCS) Framework Agreement RM6259 allows for direct award of contracts subject to fulfilment of certain criteria. It is understood that the criteria to direct award for this contract are fulfilled and note that Civica is the only provider of the product on the Framework Agreement

The direct award is compliant with the Public Contracts Regulations 2015 (PCR) under which the Framework Agreement is let.

For the reasons set out above, the Council may award the contract to Civica UK Limited

**FINANCIAL IMPLICATIONS AND RISKS**

This decision paper is seeking approval to direct award a 24-month contract to Civica UK Limited APP contract. This would expire on the 31st March 2027.

The current database has been used since 1997, with the current provider providing services since 2005, this request is to renew for two years, commencing April 2025, during this time the service will consider transitioning to a new product/database.

The original rolling contract ended on 31st March 2025 and cost £0.040m in 2024/25. The new contract base cost is £0.042m per annum (inflated by CPIH as published by the Office of National Statistics (ONS) for January 2026, in year two). The budget manager will ensure the cost of contract will not cause a pressure within the budget.

The contract total of £c0.085m subject to CPIH in year two, will be funded through the General Fund and has been considered as a financial cost within the service area i.e. included in forecasting.

If this were not to be approved, the Council would not be able to effectively manage business licensing and the income generated which is in excess of £0.300m, leading to a possible loss of income and failure to deliver statutory duties.

Without the database, it would increase officer time as all work would need to be completed manually

Failure to meet statutory duties could result in harm to the potential harm to the public, resulting in a possible litigation against the Authority.

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

The recommendations made in this report do not give rise to any identifiable Human Resources implications or risks.

**EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

Havering has a diverse community made up of many different groups and individuals. The council values diversity and believes it essential to understand and include the different contributions, perspectives and experience that people from different backgrounds bring.

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, gender, race and disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this is not required.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are not equalities and social inclusion implications and risks associated with this decision.

**ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

The recommendations made in this report do not give rise to any identifiable environmental implications or risks.

**Non-key Executive Decision**

**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

A handwritten signature in dark ink, appearing to read 'H Oakerbee', with a horizontal line drawn underneath the signature.

Name: Helen Oakerbee, Director of Planning and Public Protection

Date: 6 June 2025

**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 \_\_\_\_\_