

Notice of Non-Key Executive Decision

Subject Heading:	Direct Award of contract to Inform Holdings Limited for Cloud based revenue software services through the G-Cloud 14 Framework
Decision Maker:	Kathy Freeman, Strategic Director for Resources
Cabinet Member:	Councillor Christopher Wilkins, Cabinet Member for Finance
ELT Lead:	Kathy Freeman, Strategic Director of Resources
Report Author and contact details:	Taz Haque 0203 3739744 Taz.Haque@newham.gov.uk
Policy context:	Enables a resident-focused and resilient Council by supporting our statutory duty to collect collectable debts outstanding to the Council
Financial summary:	Product costs of £9,000 p.a. with an estimated net saving of £2,000 p.a. in officer time.
Relevant Overview & Scrutiny Sub Committee:	Overview and Scrutiny
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

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

Resources - Enabling a resident-focused and resilient Council

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The decision sought is the direct award of a contract to Inform Holdings Limited for a period of 3 years for the provision of AnalyseLOCAL at a value of £27K. The direct award is a call-off from the Digital Marketplace, G-Cloud 14 Framework (Lot 2) Agreement (RM1557.14).

AUTHORITY UNDER WHICH DECISION IS MADE

Havering Constitution

Section 3: Functions Delegated to Officers

Scheme 3.3.3

Powers common to all Strategic Directors

4. 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. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions).

STATEMENT OF THE REASONS FOR THE DECISION

Exchequer and Transaction Services provide back office shared services to Newham and Havering Councils for, inter alia, the collection of Council Tax and Business Rates.

Along with other local authorities, Exchequer and Transactional Debt Resolution Services uses Cloud based software to help maximise the collection of potential revenue for the Council. Analyse LOCAL is used by over half of all Councils in England and the current 12 month contract is in place until 01/04/2026.

The Forecasting Tool provides us with -

- Monthly updated analysis allowing for continuous monitoring of the provision throughout the year.
- Consistent methodology and clear approaches to how the analysis is undertaken, providing reassurance with provision setting.
- Factoring of relevant issues that could otherwise be missed, such as changes to legislation and case law
- Assumptions based on robust, locally relevant data rather than relying solely on national trends or static datasets.
- Supports medium- and long-term planning by providing dynamic modelling based on locally held data, allowing authorities to test different policy decisions and their likely financial impacts.
- Clear and extensive reporting – both at top and granular level – allowing for clean integration into reporting frameworks.
- Continued support throughout for Revenues and Finance Teams, as well as External Auditors.

In March of this year, we received a request from AnalyseLOCAL for novation of the contract from CPI Ltd to Inform Holdings Ltd. This enables us to transition the contract terms from 12 months to 36 months, providing greater certainty over a longer period of time. The proposal is to enter into a new contract for Analyse LOCAL by calling-off from the G-Cloud 14 Framework Agreement. By express agreement, contract would be backdated to start on 01/04/2025 and end on 31/03/2028, thereby falling to line with the Financial Year.

AnalyseLOCAL remains the only product on the G-Cloud 14 Framework to provide council tax and business rates maximisation tools and the contract can be awarded directly on that basis, in accordance with the Framework scheme.

The cost of using AnalyseLOCAL over 3 years is £27k. The product delivers estimated savings in the region of £33k in terms of officer time* spent completing required work, such as forecasting for MTFs and statutory returns (i.e. NNDR1, NNDR3) and internal reporting regimes, as well as removing potential (uncosted) spend on external referrals for specialist advice, should necessity dictate.

* officer savings calculation - PO/1 - PO/2 (spine point 30) | £43,680 p.a. | 25% of £43,680 = £10,920.00 | £10.9k rounded up to £11k p.a. over 3 years (taking account that an increase to the pay scale is likely after March 2026).

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OTHER OPTIONS CONSIDERED AND REJECTED

Continue using AnalyseLOCAL without novation

Rejected as the contract needs to reflect a legal change in the provider of AnalyseLOCAL from CPI Ltd to Inform Holdings Ltd.

Stop using AnalyseLOCAL altogether

Rejected due to the risk that not using AnalyseLOCAL presents to maximising debt collection and the potential to increase the overall level of indebtedness.

Use an alternative solution

No other suitable product is available on the Framework.

PRE-DECISION CONSULTATION

None

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

Name: Taz Haque

Designation: - Revenue and Business Development Manager / Acting Head of Revenues and Finance Transactional Services

Signature:

Date:

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has the power to procure a contract for services under 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.

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 Section 1 power are engaged by this decision.

The proposed contract value could approach an estimated at £27K which is below the services contracts threshold of £214,903 (incl. of VAT) stipulated in the Procurement Act 2023. However, any award must comply with the Council's Contracts Procedure Rules.

The body of this report confirms that officers will direct award a contract via Lot 2 of G Cloud 14 Framework Agreement ID RM1557.14 and in accordance with the rules of that framework. The proposed award complies with the Council's Contracts Procedure Rules 20.4 as it is a direct award through a framework that was set up in accordance with Regulation 33 of the Public Contracts Regulations (2015).

For the reasons set out above, the Council may award the contract as set out in the body of this report.

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval from the Director of Exchequer and Transactional Services to directly award a contract for three years for AnalyseLOCAL at a cost of £9k per year (total of £27k over three years).

The cost will be paid from the NNDR Retention revenue budget within oneSource non-shared.

A direct award is being made as this is the only software on the market to provide such a service.

It is estimated at the contract will save the Council approx. £11k per year (total of £33k over the three years), this represents the officer time which would be taken to analyse data required for statutory returns, continuous monitoring of the borough for billing opportunities, keeping abreast of legislative updates, developing financial modelling tools and also the cost of specialist advice.

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

The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

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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, gender, race, 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.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

There are no environmental and climate change implications associated with this decision.

BACKGROUND PAPERS

None

APPENDICES

None

Non-key Executive Decision

Part C – Record of decision

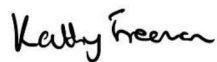
I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Kathy Freeman

ELT Member title: Strategic Director of Resources

Date: 14.10.25

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 _____