

**DERBYSHIRE COUNTY COUNCIL**

**MEETING WITH CABINET MEMBER, HEALTH AND COMMUNITIES**

**03 March 2015**

**Report of the Strategic Director, Health and Communities**

**EXTENSION OF THE CONTRACT FOR THE TRADING STANDARDS  
MANAGEMENT SYSTEM**

**1. Purpose of the report:**

To seek approval under Protocol 10 of Derbyshire County Council's (the 'Council') Financial Regulations to extend the Trading Standards Management System contract with Civica Ltd for a further four years

**2. Information and analysis:**

The current Trading Standards Management System ('TSMS'), called Authority Public Protection ('APP'), is provided by Civica Ltd and has been operated by the Council since 1994.

It is used within the Trading Standards service to record all enforcement activity, provide performance and management information, maintain a business database available for Trading Standards and other DCC services, export formal statistical returns and manage the Trusted Trader and Heart of Derbyshire schemes.

The current contract ends in March 2015 and permission is requested to extend the existing TSMS contract for a further 4 years from April 2015. A re-procurement of a TSMS will be carried out via a framework towards the end of the contract period.

The business case, including the risk assessment, has been approved by the Director of Finance and the Director of Legal Services.

**3. Financial considerations:**

Based on the extension of the contract for a four year term, and with the same current annual support for 36 licences, Civica Ltd has provided an approximate quotation of £24,500 per annum. This figure is in line with existing annual payments for the contract. These costs can continue to be met from the existing revenue budget.

**4. Legal considerations:**

Protocol 10 of the Council's Financial Regulations allows for the extension of contracts beyond the period that was originally awarded. The Director of Legal Services has advised that it would be appropriate to extend the contract in this case based on the special circumstances described in this report.

**5. Other considerations:**

In preparing this report the relevance of the following factors has been considered: prevention of crime and disorder, equality of opportunity, human resources, environmental, health, property and transport considerations.

**6. Background papers:**

None

**7. Key Decision:**

No

**8. Call-in:**

Is it required that call-in be waived for any decision on this report?  
No

**9. Officer's Recommendation:**

That approval be given to extend the current contract for the supply of the Civica APP software for a further four years, until 31 March 2019 under Protocol 10 of the Council's Financial Regulations.

**David Lowe  
Strategic Director  
Health and Communities**