

**DERBYSHIRE COUNTY COUNCIL**

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

**15 March 2016**

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

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

**1. Purpose of the report:**

To seek approval under Protocol 2 of Derbyshire County Council's (the 'Council') Financial Regulations to procure a Trading Standards Management System contract with Civica Ltd for a period of up to seven 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 2016 and permission is requested to procure a TSMS contract for up to seven years from April 2016. The proposed procurement would be under the Crown Commercial Services (CCS) Local Authority Software Applications (LASA) framework. This arrangement allows a change in license type to perpetual which would allow cost savings over the proposed life of the new contract.

An evaluation of the suppliers on the CCS LASA framework has resulted in the selection of Civica Ltd as the preferred supplier.

**3. Financial considerations:**

Civica Ltd have provided an approximate quotation of £24,500 per annum under the current contract. Under the CCS LASA framework, with the proposed change to perpetual licensing, an initial one-off cost of £46,812 for the first year (2016-2017) allows subsequent annual

licenses to be purchased at £9,312 each year. The annual cost saving over three years would be £7,952, rising to overall savings of £38,253 by year five (2020-2021). These costs can continue to be met from the existing revenue budget.

**4. Legal considerations:**

Protocol 2 of the Council's Financial Regulations allows for the use of non-council frameworks such as the CCS LASA framework where contracted expenditure is over £20,000. The Director of Legal Services has advised that it would be appropriate to renew the contract in this case based on the 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:**

Meeting with Cabinet Member, Health and Communities, 18 February 2016: Trading Standards Management System Procurement.

**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, as detailed in this report, to award a contract for the supply of the Civica APP software, via the CCS Local Authority Software Applications (LASA) framework for up to seven years, until 31 March 2023 under Protocol 2 of the Council's Financial Regulations.

**David Lowe  
Strategic Director  
Health and Communities**